

Sexton Responsibilities

Church Building

Sundays 8:30 AM – 12:00 PM

Open Church by 8:30 AM
Adjust thermostats and lights
Put out parking signs
Across street at Family & Community Services lot
Accessible parking at Franklin Township Hall
Remove covers from handicap parking - Annex
Clean Annex during 1st Service
Straighten Sanctuary following 1st service (see below)
Bring in parking signs after 2nd service begins at 11:40 am

Twice per Week

Bathrooms
Thoroughly clean once & replenish supplies
Touch-up mid week
Empty dehumidifiers (summer months)

Weekly

Outside "Walk through" to pick up trash
Empty all trash receptacles, including
Upstairs Classrooms
Nursery
Library
Founders Lounge
Fessenden Hall
Kitchen
Bathrooms
Empty recycling containers
Kitchen
Founders Lounge
Vacuum
Sanctuary
Founders Lounge (including sofas & chairs)
Nursery
Fessenden Hall
Stairs
Sweep & Mop
Entry ways
Stairs
Kitchen
Bathrooms
Lift
Prepare Sanctuary for Sundays
Straighten pews & hymnals (teal behind hardcover)
Replenish pew envelopes, visitor cards,
pledge cards, pens/pencils
Remove water glasses (after 2nd service only)
Remove floral arrangements
Remove trash and papers
Items left in Church building taken to Lost & Found
Nursery
Wipe/disinfect all horizontal surfaces including
tables, window sills, bookshelf
Wash Linens
Kitchen towels, table cloths
Water plants
Check supplies; request as needed
Complete Work Orders as needed

Monthly

RE Classrooms
Dust
Vacuum/Mop
Wipe/disinfect all horizontal surfaces
Check for cobwebs throughout building; remove as needed
Wipe bathroom stall walls
Dust Sanctuary, including pews (top & underneath)
Check all light bulbs; change as needed
Check AED light, fire extinguishers, smoke & CO2
detectors
Clean Refrigerator & wipe out
Sweep exterior entryways and steps
Check furnace filters; replace as needed

Quarterly

Vacuum (Wipe Down as needed)
Baseboards
Window sills
Door Frames

Bi-Annual

Check clocks; replace batteries as needed
Replace batteries in smoke & CO2 detectors (time change)
Clean windows
Steam clean all carpets
Seal & wax floors

Annual

Clean Sanctuary Lights
Wash walls in RE Classrooms

Seasonal (Spring to Fall)

Trim lawn Church and Annex
Mow as needed (volunteer assisted)

As Needed Responsibilities

Spot clean carpets
Complete or fill out work orders - identify necessary repairs
and consult with Building & Grounds
Plunge toilets
Additional vacuuming after special events
Fire Drill or Emergency Assistance on Sundays

Notes and Safety Observations

- Quarterly, Bi-Annual and Annual tasks should be done on a rotating schedule (different tasks each month) so as not to be overwhelmed all at once.
- **Sexton is never to climb ladder alone.**
- **Sexton is not to move or lift especially heavy object alone.**

SEE OTHER SIDE FOR ADDITION RESPONSIBILITIES

Sexton Responsibilities Eldredge Annex

Weekly

Vacuum
 Downstairs
 Stair steps
 Upstairs
 Mop
 Tile floor in kitchen
 Bathroom
 Empty Trash (all rooms)
 Empty Recyclables (all rooms)
 Wipe down meeting table
 Wipe out sink, microwave & refrigerator
 Dust meeting areas (both upstairs & downstairs)
 Water plants

Monthly

Thoroughly Dust entire Annex
 Sweep steps, porch & ramp
 Check; clean or replace as necessary
 Smoke & CO2 detectors
 Dryer vent & vent hose
 Washer lint trap
 Furnace filters
 Pour water down shower & tub drains

Bi-Annual

Clean windows
 Replace batteries in smoke & CO2 detectors
 Vacuum & dust
 Baseboard
 Door frames
 Window sills
 Corners of rooms
 Steam clean all carpets
 Clean/dust blinds

As Needed Responsibilities

Clean shower (used a few times a year)
 Spot clean carpets
 Complete work orders
 Plunge toilets
 Additional vacuuming after special events

Rentals

(as needed basis)

<u>For Non-Member Rentals</u>	<u>Member Rentals</u>
Set-up for Rental as needed (tables, chairs, arrange room) Set out Parking signs as needed Open Building at desired time Greet Renters and ensure they have everything needed Remain on premises for duration of rental Close and secure building following event	Only needed if requested