

ALLEN BAPTIST CHURCH

BUILDINGS & GROUNDS

FACILITY CLEANING AREAS

Building #1 – Education Building

Areas to be cleaned:

From front door entry:

Tile and Carpeted hallway - from front entrance extending to back entrance of Fellowship Hall and ending at entrance to Storage Room **FAYE CLICK TO CLEAN**

Room 103 Sunday School office – 1st door to left of front entry **MARY ANN HALL TO CLEAN**

Room 104 Sunday School Room – straight ahead of front entry and 2nd door in hallway **TOM AND VICKI DANIELS TO CLEAN**

Treasurer office - 3rd door hallway left **MARY ANN HALL TO CLEAN**

Church (Jody's) office – 4th door hallway left **JODY TO CLEAN**

Pastor Tim's Study – 5th door hallway left **PASTOR TIM TO CLEAN**

Fellowship Hall Back Area – 6th door (double doors) in hallway near windows. Area includes to curtain divider. **BOB FRANKLIN TO CLEAN**

Fellowship Hall Front Area – 7th door (double doors) hallway right to extend from curtain area forward and to include stage area and 2 side rooms by stage

BOB FRANKLIN TO CLEAN

Storage Room – 8th door in hallway and at end of hall **MARY ANN HALL AND CATHY GOBLE TO CLEAN**

Sunday School Room – 9th door hallway left (with curtain) **BOB FRANKLIN TO CLEAN**

Narrow Tiled and Carpeted Hallway – between main carpeted hallway to Dining Area #1 **BECKY WATTS TO CLEAN**

Room 106 Sunday School Room – 10th door hallway left (has 2 door entries)

BECKY WATTS TO CLEAN

Sunday School Room – 11th door hallway left **SHERRY TACKETT, SHERRY DINGUS, AND MARY THOMPSON TO CLEAN**

Room 107 Sunday School Room – 12th door hallway right (with curtain)

BOB FRANKLIN TO CLEAN

Kitchen – 13th door hallway right to include Pantry area **CATHY GOBLE TO CLEAN**

Men's Bathroom – 14th door hallway left **BELINDA MARTIN TO CLEAN**

Women's Bathroom – 15th door hallway left **BELINDA MARTIN TO CLEAN**

Dining Area #1 – including sink area **CATHY GOBLE TO CLEAN**

Dining Area #2 – table areas nearest kitchen **CATHY GOBLE TO CLEAN**

Room 109 Sunday School Room – 16th door left enter from Dining Area #1

JESSICA POSTON TO CLEAN

Bathroom – between Sunday School 2nd door in main hallway and Sunday School Room at 16th door off Dining Area #1 **JESSICA POSTON TO CLEAN**

Exterior of Building #1 – Includes drive-thru, parking, and all blacktopped areas completely around the building **ERNIE AND TRACI TACKETT TO CLEAN**

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FACILITY CLEANING AREAS

Building #2 – Sanctuary Building

First Floor Areas to be cleaned:

From front door entry:

Tile in entry and vestibule area – from exterior front doors to sanctuary interior doors and to carpeted hallways left and right and including spiral stairway and tech rooms between entry doors. **RENEE HALL, LOIS MARSHALL, BOB MARSHALL, AND NOEL CHANDLER TO CLEAN**

Carpeted Hallway Right – Extending from vestibule tile to double exterior doors and double interior doors and to include tech rooms. **DAVE AND KAY ROBINSON TO CLEAN**

Women’s Bathroom – 1st door on right in right hallway **SHERRY DINGUS TO CLEAN**

Nursery #1 – 1st door on left in right hallway **DONNA REITZ TO CLEAN**

Nursery #2 – 3rd door on left in right hallway **SUSAN BARNETT TO CLEAN**

Carpeted Hallway Left – Extending from vestibule tile to double exterior doors and double interior doors and to include tech rooms. **DAVE AND KAY ROBINSON TO CLEAN**

Men’s Bathroom – 1st door on left in left hallway **CAROL JO MAY TO CLEAN**

Classroom #1– 1st door on right in left hallway **LINDA AND RHONDA BURCHETT TO CLEAN**

Classroom #2 – 3rd door on right in left hallway and to include bathroom **CINDY & PHILLIP HITCHCOCK TO CLEAN**

Sanctuary Section #1 – Section to far right facing stage and including far right aisle and area front area near stairs **BECKY WATTS TO CLEAN**

Sanctuary Section #2 – Section to right of center aisle facing stage and including adjacent right aisle and front area near stage **GORDON AND JOAN MCKEE TO CLEAN**

Sanctuary Section #3 – Section to left of center aisle facing stage and including center aisle and front area near stage **LIZ BARNETT & CAROL HOLBROOK TO CLEAN**

Sanctuary Section #4 – Section to far left facing stage and including left and far left aisles and front area near stairs **LARRY THOMPSON AND GORDON MCKEE TO CLEAN**

Stage – Whole area including stairs, choir loft, and band section

SHERRY TACKETT TO CLEAN

Choir Room – Door on Stage Right if facing stage (can also enter from right Exit) and including closets

CAROL JO MAY TO CLEAN

Right Exit area at Far Right Sanctuary Section #1 - Interior single door Exit to include tile and carpeted steps to choir room

BECKY WATTS TO CLEAN

Prayer Room – Door on Stage Left if facing stage (can also enter from left Exit)

JAYNE HOWARD TO CLEAN

Left Exit area at Far Left Sanctuary Section #4 – Interior single door Exit to include flat tile area and steps to Prayer Room

JAYNE HOWARD TO CLEAN

Back-stage Bathroom – Near Prayer Room and on stage left (can also enter from left Exit)

JAYNE HOWARD TO CLEAN

Men's Baptismal Dressing Area – 1st door on left up the stairs from Prayer Room and to include bathroom

JAYNE HOWARD TO CLEAN

Baptismal Pool and Area – Area through door near men’s baptismal dressing area and to include Baptismal pools (both wet and dry) **CAROL JO MAY TO CLEAN**

Back Hallway – Area from prayer room, up the tile stairs, at Baptismal Robe area, and to the door at end of carpeted hallway past Women’s Baptismal Dressing Area **JAYNE HOWARD TO CLEAN**

Women’s Baptismal Dressing Area – 2nd door on left and to include bathroom

JAYNE HOWARD TO CLEAN

Second Floor Areas to be cleaned:

Hallway at top landing of stairs: Extending from top of stairway to entry doors of all rooms and to include storage room **SHANNON BLACKBURN TO CLEAN**

Classroom #1 – First classroom (unlocked and with chairs) on left in hallway

SHANNON BLACKBURN TO CLEAN

Classroom #2 – Second classroom at end of hallway and to include bathroom

SHANNON BLACKBURN TO CLEAN

Sound Booth area – Balcony area that oversees sanctuary and to include adjacent room **SHANNON BLACKBURN TO CLEAN**

Exterior of Building #2 – Includes drive-thru, parking, sidewalks, and all blacktop and concrete areas around the building **ERNIE AND TRACI TACKETT TO CLEAN**

