

1. Equipment & Cleaning Supplies

- 1.1** All equipment needed to clean the church and family life building will be provided by the church.
- 1.1.1 This may include brooms, mops, mop buckets, vacuum cleaners and etc.
 - 1.1.2 Any repairs needed to the church's equipment will be reported to the Building & Grounds Committee.
 - 1.1.3 Any new equipment needed will be reported to the Building & Grounds Committee.
- 1.2** All cleaning supplies such as cleaners, bleach, toilet cleaner, toilet paper, paper towels, furniture polish and etc. will be furnished by the church.
- 1.2.1 The Custodians will either;
 - 1.2.1.1 Submit a list of needed supplies to the Budget Committee or
 - 1.2.1.2 Submit receipt for reimbursement of supplies to the Church Secretary/Treasurer following the Church Bylaws Article 10 and the Finance & Budget Policy and Procedures for the reimbursement.

2. Sanctuary & Main Building

- 2.1.** The Church Custodian will be responsible for general cleaning of the church as needed. General cleaning may consist of: See ***Optional*** form #LCBC-FM-SACLEAN1 for general list of requirements.
- 2.1.1. Picking up and removing all trash including emptying wastebaskets.
 - 2.1.2. Vacuuming carpet where needed.
 - 2.1.3. Sweep and mop other floors as/if needed.
 - 2.1.4. Dusting furniture and equipment as/if needed.
 - 2.1.5. Dusting chair rails, baseboards, walls, lights, light switches window seals and etc. as/if needed.
 - 2.1.6. Wiping chairs and tables and returning chairs and tables to their proper places if needed.

3. Family Life Building/Fellowship Hall/Gym

- 3.1.** The Family Life Building Custodian will be responsible for general cleaning of the Family Life Building, Fellowship Hall & Gym as needed. This will include the upstairs youth room and Sunday School rooms. General cleaning may consist of: See ***Optional*** form #LCBC-FM-FBCLEAN1 for general list of requirements.
- 3.1.1. Picking up and removing all trash including emptying wastebaskets.
 - 3.1.2. Vacuuming carpet where needed.
 - 3.1.3. Sweep and mop other floors as/if needed.
 - 3.1.4. Dusting furniture and equipment as/if needed.
 - 3.1.5. Dusting chair rails, baseboards, walls, lights, light switches, window seals and etc. as/if needed.
 - 3.1.6. Wiping chairs and tables and returning chairs and tables to their proper places if needed.
- 3.2.** The Family Life Building Custodian duties excludes the following:
- 3.2.1. Yearly, cleaning, buffing off all old wax and reapplying wax on fellowship hall and kitchen floor.
 - 3.2.2. Moping or applying any sealers to the gym floor.

4. Salaries/Time Off

- 4.1.** Salary will be coordinated by the Personnel Committee.
- 4.1.1. Social Security and Medicare will be added to the salary for each Custodian.
 - 4.1.2. A custodian work sheet will be completed and submitted weekly for payroll. Form #LCBC-FM-CUST1
 - 4.1.3. Time Off will be coordinated by the Personnel Committee
 - 4.1.3.1. A Time Off Request form will be completed for time off. Form #LCBC-FM-FIN9

5. Performance

- 5.1.** All performance issues with the custodians will be handled by the Personnel Committee.

6. Variance

- 6.1.** Any variance from this procedure requires church approval.

7. Budget

7.1. The salaries will be coordinated by the Personnel Committee and approved by the church.

8. References –

8.1. Bylaws

8.1.1. Article 3 Section 3

8.1.2. Article 4

8.1.3. Budget Article 10

8.1.4. Finance Article 10

8.2. Policy & Procedures

8.2.1. Budget-#LCBC-PP-BUDG1

8.2.2. Finance-#LCBC-PP-FINA1

8.3. Job Description

8.3.1. #LCBC-JD-0051

8.4. Forms

8.4.1. Optional #LCBC-FM-SACLEAN1

8.4.2. Optional #LCBC-FM-FBCLEAN1

8.4.3. #LCBC-FM-FIN9 Time Off Request

8.4.4. #LCBC-FM-CUST1 Payroll Worksheet

8.5. #Work Instructions

8.5.1. None