

ODPC Custodial Duties

1. Bathrooms

- a. Replenish paper towels and toilet paper as needed (check daily)
- b. Replenish soap, hand sanitizer and air mist spray as needed (check weekly)
- c. Clean mirrors as needed (check daily)
- d. Clean sinks, countertops, commodes and urinals (daily)
- e. Clean showers as needed including walls, floors and curtains (on Wednesdays and more if necessary)
- f. Clean baby changing station and ensure proper functioning (daily)
- g. Empty trashcans (daily)
- h. Mop all bathroom floors daily using appropriate chemicals to clean and kill germs (daily)

(Bathroom Locations)

Outside of Family Life Center, admin breakroom, upstairs admin, Pastor's office, Pastor's transept by sanctuary, maintenance area near bell choir room, upper and lower floors of Christian Education building and Youth Center.

2. Floors/Carpeting

- a. Vacuum and clean all carpeting (daily)
- b. Ensure that all tiled floors are cleaned and mopped (sweep daily, mop as needed, scrub weekly on Fridays with floor machine)

3. Furniture

- a. Dust and remove trash from all furniture as necessary (weekly at minimum)
- b. Keep furniture pulled a few inches from walls to reduce damage to furniture and walls (check weekly)

4. Elevators

- a. Vacuum and remove any trash (weekly at minimum)
- b. Periodically, check for proper functioning - door opening and closure, lights and buttons (weekly)

5. Lighting

- a. Check for proper operation of all interior and exterior fixtures and repair (weekly)
- b. Replace bulbs and ballasts and clean glass windows and lenses (as needed)
- c. Notify Property Team of any additional lighting problems
- d. Ensure that lights are turned off when not needed and report any recurrent problems to the Property Team (daily)

6. Entrance Doors/Walkways

- a. Clean windows of handprints and dirt (check daily)
- b. Ensure that door closers are working properly (weekly)
- c. Blow and/or sweep (check daily)

7. General Outside Maintenance

- a. Remove trash around buildings and blow away leaves as necessary with special emphasis on Memorial Garden, Prayer Garden flagpole area, and pre-school playground. (daily)
- b. Notify a Co-chairman of the Property Team of any damaged property, potholes, drainage issues or hazards that require correction.
- c. Clean lenses of exterior security cameras on a quarterly basis.
- d. Blow leaves and other debris off flat roof areas on CE and main buildings as needed.
- e. Keep all drains and downspouts cleared of leaves and debris
- f. Inspect flat roof membrane and caulking for cracks and other damage.
- g. Wash/clean all exterior windows on a quarterly basis.
- h. Report any exterior areas that need repair or painting to a Co-chairman of the Property Team
- i. Inspect parking lots and report to a Co-chairman of the Property Team any items such as signs and landscaping that need attention.
- j. Able to climb 6ft. to 28ft. ladder to access 1st floor to 3rd floor roof on a daily basis.
- k. Able to maintain A/C units on roof by checking drain lines and changing filters on a daily basis.
- l. Able to walk campus, facility, and stairs throughout daily work schedule.

8. Interior Windows

- a. Wash/clean interior windows as needed

9. Dehumidifiers

- a. Check for proper operation and clean filters as needed
- b. Empty water as needed

10. Thermostats

- a. Check for proper operation including correct operating mode (heat or cool)
- b. Adjust temperature set points as needed

11. Trash

- a. Empty all trash containers and replace plastic liners (daily)
- b. Clean inside of trash containers as needed
- c. Dispose of collected trash in outside trash bin daily

12. Recyclable Materials

- a. Ensure that recyclable materials are placed in correct collection bins
- b. Empty small containers in large blue bins in Family Life Center
- c. Place blue bins outdoors for weekly collection and return bins after pick-up

13. Watering of Plants

- a. Water specified potted plants (weekly)

14. Supplies

- a. Order and maintain sufficient stock of maintenance supplies as needed (cleaning materials, light bulbs and ballasts, paper products, etc.)
- b. Able to lift 50-100 lbs. on a daily basis.

15. HVAC

- a. Maintain schedule for inspection and replacement of air filters in all HVAC systems, keep appropriate filters in stock and replace filters. (check every 6 months and replace as needed)
- b. Able to climb in a 2/3 story attic to maintain wires and duct work. Make repairs as necessary.

16. Required Inspections

- a. Ensure that all required inspections (elevators, fire extinguishers, fire alarm system and kitchen facilities) are performed as required by the City of North Myrtle Beach and other authorities.

17. Maintenance or Repair Requests

- a. Check mail slot for written maintenance or repair requests and take follow-up action as appropriate. (daily)

18. Classrooms

- a. Maintain classrooms by lifting and stacking chairs as needed.
- b. Maintain classrooms by lifting and folding tables for set-up.

Special Procedures for Sanctuary

- a. Remove trash, used programs and any other clutter from pews and floor
- b. Place Bibles in holders on back of pews and tissue boxes on inside aisle of all rows of pews
- c. Brush off red seat cushions on pews with the proper bristled brushes located in the back storage room and the upstairs balcony mechanical room. Used dust mask if needed.
- d. Vacuum and/or dust mop floor under pews.
- e. Clear trash, bugs and dust from all ledges including those under the stained glass windows
- f. Dust the large piano and organ as needed
- g. Keep chemical and water at right level in humidifier in large black piano (weekly)
- h. Keep red choir chairs clean and tighten screws on underside of chairs as needed
- i. Keep pulpit clean of trash, dust and other debris
- j. Clean upstairs balcony including railings, pews, red pew pads and carpet

Additional Instructions and Procedures

- a. Always consult the daily calendar/schedule to properly prepare for upcoming events and activities.
- b. Use “Purple Sheets” when applicable and set up tables and chairs as specified in designated areas for scheduled events and activities
- c. Assist staff members and guests in moving items and performing special tasks as needed
- d. Perform minor repairs and report major damage or repair needs to the Church Sexton and/or the Property Team as appropriate.
- e. Always dress appropriately for a church environment. (No offensive slogans or pictures and no flip-flops.)
- f. Always act respectfully to members, guests, vendors and visitors to the church and provide assistance if needed.
- g. Lifting of stage in LFLC using dollies and moving of theater components for plays in the Sanctuary and LFLC.