

# GUIDELINES FOR KINGDOM HALL MAINTENANCE AND CLEANING

January 1, 2013

**THE MAINTENANCE AND CLEANING OF A KINGDOM HALL ARE THE RESPONSIBILITY OF THE BODY OF ELDERS AND THE CONGREGATIONS USING THE HALL.** These guidelines are to assist the bodies of elders and the congregations in this very important work. Please apply the principles outlined below as much as possible. The aim is to reinforce what is already being done so that our places of worship will at *all the times* be a fine reflection of the holiness of the God we serve and the message we preach. —Nehemiah 10: 38, 39.

## Maintenance and Cleaning Plan/Schedule

### WEEKLY SCHEDULE

(This schedule should be posted on the information board listing dates and names of the field service groups assigned)

**Assignment:** Field Service Group

**Oversight:** Group Overseer/Assistant

#### **Work assignment:**

- Pick up waste paper, plastic and/or other trash around the Hall, Put all trash in the outside covered trash bin.
- As needed clean all louvers, vent blocks or wooden shutters. (Dust benches and other furniture **before** the start of each meeting as necessary.)
- Check toilets (i.e. for water flow, toilet paper, and hand soap) before the start of each meeting.
- Sweep entire floor **after** each meeting. Collect dirt and put in trash bin. Use clean soapy water to wash sinks, urinals, toilet and toilet floor.
- Wash, dry and fold neatly all rags, dusters, towels used by group during the cleaning week. Return to the storage areas after clean and dry. Each week, burn or carry the trash to garbage dump site. (*If there is more than one congregation using the hall, the group of the congregation assigned the monthly cleaning should do the washing of the rags and the garbage disposal*)

### MONTHLY SCHEDULE

**Assignment:** Entire Congregation (where congregations share a hall, or selected groups where only one congregation shares a hall.)

**Oversight:** Body of Elders/Group Overseers

#### **Work assignment:**

- Clean upper areas first before cleaning chairs and floor. Thoroughly remove all spider webs and dust from trusses. (A broom tied to a bush pole or piece of bamboo can be used.)
- Thoroughly clean all light fixtures, fans and then furniture using a slightly damp cloth.
- Wash all vent blocks, louver windows and frames as well as wooden shutters. Ensure that any damage or breakage is reported for repair or replacement within the next week.
- Clean with damp cloth any dirt on walls, especially around light switches and handles and above door/window levels where dust may settle.
- Wash Kingdom Hall floor with clean soapy water. Change water several times so that you are not using dirty water to clean. In dry season this may have to be done two times per month.
- Wash out toilet areas. Start from the top and thoroughly wash all walls and windows to remove dirt.
- Cut and weed any grass on the property at least once in the month

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- Trim flower bushes. Overturn and/or top up as necessary soil in flower pots or beds (If there are caretakers at the hall they may be assigned to do watering on a regular basis, otherwise assigned groups may arrange something during their cleaning week.)
- Clean or remove dirt and/or garbage from any gutters around Hall. Also check for and drain any stagnant water around the outside of the hall. Thoroughly clean toilets.
- *The operating committee* should arrange to repair or replace switches, bulbs, locks, handles, furniture, doors and others that may be faulty, loose, burnt, broken or otherwise damaged (Every effort should be made to repair damage as soon as possible. The monthly schedule is to make sure that nothing has been left in disrepair)
- *The operating committee* should restock the cleaning materials and supplies to last for at least another full month. [Note! A responsible brother should be assigned to keep the storage area clean, well stocked and in order.]

**Coordinators of the bodies of elders must make sure that the cleaning schedule is posted on the announcement board and kept up to date. He or another responsible brother will make sure that all groups are aware of their assignments. The appearance of the Kingdom Hall should be discussed at each quarterly elders meeting. If more than one congregation is using the hall, and one of the congregations is not doing their cleaning, this must be discussed and resolved by the operating committee that is made up of members representing each congregation.**

### ANNUAL MAJOR ARRANGEMENTS

**It is suggested that there be two two big clean ups each year. One, just before the Memorial memorial and another at the beginning of the new service year in September**

**Assignment:** All congregations using hall

**Oversight:** Operating/Maintenance Committee

**Work assignment:**

- *All the congregations* using the hall will do thorough cleaning of both the interior and exterior of the hall together.
- *Where necessary, painting may be done, chairs and benches repaired, and any other needed major maintenance should be done.*
- *The operating/maintenance committee*, using the CN-14 check list as a guide, inspect for breaks, blockage, leakage or other damage and repair if necessary, all plumbing and electrical work. Also if louvers or wooden shutters are installed, inspect to ensure that all the blade carriers are working properly and repair or replace any that are not working promptly. Check all wooden components, especially trusses and fascia boards if there are any, for rot or attack by termites or other wood pests and treat the problem immediately. Apply grease or clean engine oil to all window and door hinges to prevent rust. (Please note that the use of the CN-14 is to help the maintenance committee do thorough checking. This is not the check for submitting to the branch at the end of the service year.)
- *The operating/maintenance committee* should inspect and repair or replace all cleaning equipment that may be broken, damaged or not available. Re-stock the cleaning cupboard as may be needed.
- The operating/maintenance committee should review progress of maintenance/cleaning plan

### ANNUAL MAINTENANCE REPORT

**Assignment:** All Body/Bodies of Elders

**Oversight:** Operating/Maintenance Committee

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#### **Activity Involved:**

- Do annual inspection checklist (CN 14) and act on any areas that need attention and send the completed and signed form to the Branch Office.

**Please remember that the purpose of the CN-14 is not simply to report problems. If anything is checked as 'no' it should be something that is completely beyond the ability of the congregation to handle. If the weekly, monthly and six-month schedules are followed carefully it is possible that there will be no reason to report that something is left undone.**

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### CLEANING EQUIPMENT, MATERIALS AND SUPPLIES

- **Rags, mops and dusters:** A good supply of these should be available in the storage room shelves or cupboards for cleaning. Old clothes, sheets or towels that are no longer useable may be donated to be used for cleaning. These may be cut into appropriate sizes. If mops are purchased they should be good quality along with a bucket and a squeezer. The important thing is that there should be enough rags and dusters and that they should be cared for and well organized.

In the cupboard used for cleaning supplies, different rags and dusters should be *organized and separated and clearly marked* as to their specific use, such as for windows, furniture, sinks, tiles, toilet bowls, toilet floors and other floors. Some of these may have a double use. For example the dusters used to clean windows may be used also for fans and furniture. **But those used for cleaning toilet bowls should never be used for other purposes.** These should be kept separate and only used to clean toilets.

After each workweek, all used rags or dusters should be washed, completely dried in the sun, neatly folded and returned to designated storage places. Never store wet or dirty things in the storage cupboard. It is good to have enough dusters so that there is always a dry and clean set in storage while another is in use. When mops are used always rinse well after use and hang for drying. Store only dry mop heads in the cleaning cupboard.

Please keep in mind that when cleaning cloths and mops are dried in the sun they should be out of sight and not hung on walls and gates for days at a time. This is unsightly and detracts from the appearance of the Hall.

- **Brooms:** All brooms are to be returned to designated storage places and *neatly stored*. Old worn out and unusable brooms should be thrown away and replaced with new ones.
- **Ceiling Brushes:** Always store in a clean condition
- **Waste Baskets:** Wastebaskets should not be kept in the toilets for used toilet paper. All used toilet paper should be thrown down the hole of the pit toilet or flushed down the W/C toilet. It will take some education to change this habit, but should be strongly emphasized. Female sanitary pads should never be flushed down W/C toilets but can be burned or thrown into the hole of a pit or KVIP toilet.
- **Large Trash Containers:** One or two of these containers with lids should be kept outside, out of sight. They need to be emptied each week.
- **Toilet Bowl Brushes:** These need thorough washing after each cleaning session. When worn out, throw away and buy new ones.
- **Sink Sponges:** Rinse out soap from sponge and rinse well before storage

### **SUPPLIES THAT NEED TO BE AVAILABLE AT ALL TIMES INCLUDE:**

- **Water:** Water is the **most important requirement** for keeping a Kingdom Hall toilet clean and odor-free. Arrangements should be in place for a flow of water in W/C units at all times. If there is no running water, obtain barrels from the market and use these for storing water. Small storage tanks with a tap may be acquired for hand washing if piped water is not available. The group assigned to clean for the week will be responsible for keeping water storage containers filled.
- **Toilet paper:** It should never run out in the toilets. Advance planning should make this possible
- **Soap:** Use OMO powdered soap or any other detergent that is readily available for cleaning all surfaces. Both of these cleaning agents have disinfectant qualities. Use Key soap or any other that is available for hand washing. These items should always be in stock.
- **Disinfectants:** Have a supply of PARAZONE (bleach) for mixing with soap and water during scrubbing. Other available and affordable disinfectants may be purchased. Please always be sure to **read carefully the instructions for use of the disinfectant and ensure that it is stored in the**

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**cleaning cupboard out of the reach of children.** Please see pages 5&6 for a toilet cleaning guide.

#### SAFETY

When the use of ladders or other supports are required for cleaning or repairs, every effort should be made to ensure the safety of such equipment and those using them. When cleaning very dusty areas such as within the trusses, protect the nose with a slightly damp handkerchief tied around the mouth and nose. During the cleaning of toilets or urinals, do not use the same cloth to clean the sinks, walls and seats. In all cases, hands should be thoroughly washed with soap and water after each cleaning session.

#### CARETAKER

The Operating Committee should follow the clear direction given in the letter to all bodies of elders March 17, 2004 on CARETAKERS. This information applies to anyone who stays at the Kingdom Hall. It has been observed that many caretakers do little to care for the cleanliness of the hall. In some cases, they may even add to the poor appearance of the building. Trash and discarded food around the entrance, clothing hung on fences and walls, distracts from the appearance of the Hall and discourages others when trying to keep the Hall clean and neat. This should not be allowed. The operating committee should give any Caretakers hands-on training in the cleaning and maintenance of toilets and showers so that they can clean up well after themselves. That way, they will not add to the congregation's load. If the body of elders see that the direction in the above letter is not being followed, steps should be taken to correct the situation. (However please note that it is not expected that caretakers will do all the cleaning work in the Kingdom Hall. Each congregation will need to carry it's own load in this regard.)

#### CONCLUSION

At Proverbs 21:5, the wise man wrote: "The plans of the diligent one surely make for advantage, but everyone that is hasty surely heads for want." Here we find a key principle that can help all of us to keep up our maintenance and cleaning schedules—**advance planning**. It should be possible to *always plan ahead* for what is to be done. Who will do the work? When and how will it be done? Such advance planning, even in things that may be considered 'least', works "for advantage". With all elders, ministerial servants and publishers working in harmony, our Kingdom Halls will continue to reflect Jehovah's glory and give a powerful witness in the communities we live in.

## KINGDOM HALL TOILET CLEANING INSTRUCTIONS

### For Flush-Toilet Type Bathrooms

- Sweep down ceiling and walls. Sweep floor. Spray for mosquitoes if possible, or if necessary. Bury or burn trash.
- Mix in a bucket:
  - 1/2 small pack of detergent powder (OMO or another powdered detergent soap.)
  - 1/2 small bottle of bleach (such as Parazone)
  - 1/2 bucket water.
- Scatter this mixture all over doors, walls, and W/C pot.
- Start scrubbing, with scrubbing brush or sponge:
  - Scrub sink - use old toothbrush around taps.
  - Scrub both sides of door, walls, lastly doing walls near W/C pot.
  - Scrub W/C pot thoroughly, moving all brown stains.
  - Scrub floor.
  - Rinse door, walls, sink, W/C pot, and floor with clean water. Wipe with rinsed cloth.
- Always follow the order as above, so that the dirtiest things are cleaned last.
- Wash hands thoroughly with soap afterwards.
- Do not allow small children to share in this work, as bleach is a strong chemical.
- Clean all cloths, sponges, brooms afterward with clean soapy water. Allow to dry thoroughly in the sun before storing.

Equipment needed: 1 sweeping broom, 1 bucket, 1 scrubbing brush, 1 large rag, toilet brush if available.

## KINGDOM HALL TOILET CLEANING INSTRUCTIONS

### For KVIP Type Toilets

- Sweep ceiling, walls and floor. Bury or burn trash.
- Mix in bucket:
  - 1/2 small packet detergent powder (such as OMO soap, or another powdered detergent soap).
  - 1/2 small bottle bleach ( such as Parazone)
  - 1/2 bucket of water.
- Scatter this mixture all over door, walls and floor.
- Start scrubbing with brush- start with door, inside and outside.
- Scrub walls
- Scrub floor
- Rinse door, walls and floor.
- Clean all cloths, sponges, brooms afterward with clean soapy water. Allow to dry thoroughly in the sun before storing.

Occasionally ashes from coal pots and other fires may be dumped into the pit to help control a bad odor if one exists.

Equipment needed: 1 bucket, 1 scrubbing brush for walls, and 1 yard broom for floor scrubbing.