

General Maintenance

Weekly Checklist

- ☐ Throughout assignments you may find lost items. Place Bibles or lost items left around facility in the lost/found box.
- ☐ Windex glass doors
- ☐ Clean Mahogany doors (hand-prints)
- ☐ Keep work area clean and tidy
- ☐ Place all items in the assigned place
- ☐ Complete all assignments with detail
- ☐ Monday morning: Check all classrooms to ensure chairs are arranged neatly, tables are sanitized and boards are clean
- ☐ Tuesday morning: Pull out table in Welcome room for New Members class
- ☐ Wednesday morning: Place sign-in podium in foyer for Bible Study
- ☐ Wednesday morning: Check Welcome room and place tables back in correct place
- ☐ Thursday morning: Place the sign-in podium back in Welcome Room
- ☐ Thursday morning: Check all classrooms to ensure chairs are arranged neatly, tables are sanitized and boards are clean
- ☐ Please do not leave cutter or any hazardous items out overnight. Please be advised there are classes held Tuesday and Wednesday nights; therefore clean your work area before you leave during the week.

Monthly Checklist

- ☐ Dust window sills
- ☐ Dust furniture, tables etc. throughout the buildings. This includes computer stands in classrooms
- ☐ Check computers, televisions in classroom and wipe down as needed. This includes in television area in portable
- ☐ Wipe down all blinds in children building
- ☐ Check areas for touch up paint
- ☐ Check lighting fixtures to see if any need replacement
- ☐ Check air fresher to see if any need replacement
- ☐ Check filters to see if any need replacement. Install new A/C Filters as needed
- ☐ Check gauge on fire extinguishers throughout the facility
- ☐ Check all smoke detectors
- ☐ Check for spider webs

Quarterly Checklist

- ☐ Clean refrigerator and freezer (front, inside, drawers)

As Assigned

- ☐ Complete weekly assigned with detail and neatness. Cover furniture/equipment as needed to protect. Clean area thoroughly after job is complete. Example: Dust, reorganize, touch-up paint, place all items back in assigned place, etc.
- ☐ Set-up table(s) for ministry advertisements as needed.
- ☐ Basketball and other scheduled special events will require worker to be available to clean up after the event and before the Sunday services. (Example: Break down/Set-up chairs). This will require some Saturday afternoons. The basketball players will assist with reassembling the chairs. Total time allotted 3 hrs.
- ☐ Other duties as assigned by church administrators

Dress Code and Hygiene Policy

It is the policy of Impact Church of the Woodlands that all employees present themselves in a professional manner at all times during the course of regular business activities. This policy outlines requirements concerning attire, personal hygiene and appearance. These standards are in line with what the Impact Church of the Woodlands considers appropriate and apply to all employees; including management and temporary and/or seasonal staff.

Attire

Clothing must always be clean, pressed and fit appropriately. This applies to both standard professional attire, casual attire and maintenance attire.

Personal Hygiene and Grooming

Employees are expected to meet the following standards or guidelines with respect to personal grooming and hygiene upkeep:

- Consistent bathing and oral hygiene
- No heavily-scented perfumes, colognes or lotions
- Clean, well-groomed hair; including beards, moustaches, goatees and sideburns
- Clothing or attire must not interfere with the safe operation of duties or equipment

Compliance

Any departure from the standards and guidelines detailed in these policies will result in disciplinary action up to and including termination of employment. The standards set forth in this policy may be reviewed and/or revised as deemed necessary.

Employee Signature

Date