

Mission Team Cleaning Guidelines for HCN Building

Restroom Cleaning Guidelines

- Clean toilets, sinks & mirrors
- Scrub shower areas with disinfectant
- Take out the trash and reline trash cans with fresh garbage bags
- Mop the floors
- Keep shower areas clean & dry—hang shower mats out to dry if they are wet.

Sleeping Areas Cleaning Guidelines

- Take out the trash and reline trash cans with fresh garbage bags
- Sweep the floors
- Mop/Vacuum the floors

Kitchen Area Cleaning Guidelines

- Take out the trash and reline trash cans with fresh garbage bags
- Sweep, mop, and vacuum the floors
- If you are leaving food for the next mission team, PLEASE label it with the date.
- Disinfect the counters and working space
- Clean the stove
- Put everything away where you found it

Cleaning Guidelines for the Building

- Sweep & Mop the hallways & stairways

Apartment

- All sheets should be removed from beds and placed in the washer
- Carpets should be vacuumed
- All items in refrigerator should be moved to the kitchenette refrigerator
- General clean up / wiping down counter/dusting, etc.

The basic rule applies:
If you mess it up, You clean it up.

