

Shepherd's Bethel Mission

Pre-inspection cleaning check List

As your time for departure draws near we have prepared a comprehensive guideline that will assist you in readying the home you now occupy for the next missionary guest. All the items on this list must be accomplished two days prior to your departure date so that we can inspect and approve the job. If you feel that the move will not allow you to fulfill this obligation you may pay Shepherd's Bethel \$300.00 and we will take care of the work for you. No other missionary or outside person can be hired to do the work.

Check List:

- 1. Bathroom: Cleaned thoroughly & treated with disinfectant to disinfect & remove odors. Stains in the toilet bowl & bathtub should be treated regularly, also disinfect the outside of the toilet bowl. Scrub tub, sinks & flooring, use Windex on mirrors. Clean cabinets & shower curtain removing all soap scum. Lime-a-Way is a great cleaner for that. Read directions carefully.**

- 2. Kitchen: Clean sink & utensils (please let us know if the sink leaks). Wash & rinse with boiling water. Use degreaser on pots, clean cabinets inside & out. Bleach all plastic containers etc.
Stove: Oven, broiler & burners will be checked for grease. Also, check with the maintenance man about moving the stove and refrigerator so that you may clean behind them. Clean kitchen walls near the stove with a mild degreaser. Exhaust hood & filter must be cleaned & degreased.**

- 3. Refrigerator: Completely empty of food products. Defrost freezer, clean thoroughly all the interior walls & shelves. Be sure to clean door seal using disinfectant. Pull away from the wall & clean behind unit.**

- 4. Woodwork & Walls: Clean inside & outside doors, baseboard, trim molding and walls. Include corners and edges where walls meet flooring. Check the walls for markings that need to be cleaned or touched up.**

- 5. Sweep & Mop floors. (Scrub to remove marks if necessary) Use mop & glow on linoleum but do not wax ceramic floors. Use white vinegar on ceramic tile.**

- 6. Carpets; See us about spot cleaning.**

- 7. Windows: Wash all windows & vacuum between screen & window. Wash & put back in place all the storm windows.**

- 8. Screens: Sweep, or wipe with a wet cloth.**

9. Light Fixtures: Ceiling lights & electrical outlets should be wiped with a damp cloth, possibly a vinegar mixture or glass cleaner.

10. Garbage Cans: Clean thoroughly and put in new liner.

11. Dressers-Bureaus: Clean all drawers & frame inside out and underneath so they are dust free. Use furniture polish on all wood furniture, Windex on all mirrors.

12. Vacuum: Clean all filters and canisters. Replace bag if applicable.

13. Beds: Remove all mattresses & clean bed frames. Air out mattresses; do not remake beds as we will be inspecting mattresses.

14. Linens: Wash all linens. DOES NOT use bleach on Shepherd's Bethel Linens.

15. Dispose of all trash

16 Perishables: Leave no open containers of any kind in the cabinets, bathroom or kitchen. Only cleaning supplies can be reused. Personal products, food, etc. should be discarded.

17. Your storage shed should look as clean and empty as your home. Please see to the removal of any unwanted items before you leave. Do not arrange with another missionary or outside contacts to take care of this with out first notifying the staff.

Remember the next quest will be a servant of the Lord. Help them by not leaving anything undone. Your home will be inspected and approved with plenty of time to adjust any area of concern.

Guest Signature. _____

Hostess/ Assistant Administrator. _____