

# Christ Church Episcopal

## Environmental Services

Policy: VII. A. 1  
Initiated: 11.3.21  
Reviewed: 11.3.21

**PURPOSE:** To ensure a clean, healthy environment for worship and other activities.

### Cleaning Services:

- At least three proposals are requested for custodial services.
- Each company should present a written proposal with specific details on areas to be cleaned, frequency, materials included, insurance and cost for services.
- Decisions about service to select are made by the priest with recommendations from Junior Warden and Building and Grounds Committee.
- Cost for services must be budgeted by the Finance Committee and approved by the vestry.
- Background checks are desirable.
- All proposals are kept on record in the church office.
- A list of approved vendors is maintained in the church office.
- Records of all work done on Christ Church and Canterbury House are maintained in the church office
- **Areas to be cleaned:** Entire Church, consisting of Nave, Priest's Sacristy, Working Sacristy, Choir Loft (except organ), Music Room, (except Instruments), common areas, hallways, offices, conference rooms, lobbies, children's areas, Fox Hall, kitchen, Canterbury Building offices and meeting spaces, first floor.
- **Areas not cleaned:** Mechanical, storage, exterior, tower room and stairs to it, High Altar and areas above 12- foot dusters reach.
- **Supplies:** for cleaning and disinfecting and equipment are provided by Christ Church and stored in designated church space.

### Other services:

- Including plumbing, heating/air conditioning, exterminating, etc. require three written proposals with detailed information about the project to be done, expected date of completion or service date, and cost of service.
- Vendors should sign out and return access keys in the church office

- Upon arrival for servicing, the vendor should check in with the Parish Administrator to obtain key and receive any special instructions.
- After service completion, vendor should return key to office and advise administrator of any problems or other pertinent matters
- Vestry sponsors a biannual cleaning event to include parishioners and cleaning services as needed.

Environmental Services policy is reviewed and revised annually or as needed.

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