

PRINCE HALL MASONIC TEMPLE CLEAN UP/MAINTENANCE SCHEDULE

			WEEKLY	BI-WEEKLY	MONTHLY	QUARTERLY	
INTERIOR							
CLEAN/SWEEP/MOP/VACUUM/EMPTY TRASH							
LARGE MEETING HALL			X				
FRONT & BACK OFFICES			X				
RESTROOMS X(2)			X				
KITCHEN AREA			X				
ARRANGE FURNITURE			X				
CHANGE AIR FILTERS (AIR/HEAT)					X		
DUST COBB WEBBS			X				
EXTERIOR							
TAKE TRASH(MON NIGHT)/ RECYCLE(THURS NIGHT) TO CURB			X				
PICK-UP TRASH (OUTSIDE)			X				
SWEEP WALKWAY			X				
TRIM HEDGES (ALL AROUND)					X		
MOW GRASS (ALL AROUND)				X			
MAINTENANCE CHECK							
DOORS			X				
LIGHT FIXTURES			X				
CEILING FANS			X				
AIR CONDITION				X			
PLUMMING			X				
ALARM SYSTEM			X				
CLEANING SUPPLIES			X				
<p>NOTE: Any items found to be non-operational, please notify the Bldg Manager via E-mail</p>							
LODGES CLEAN-UP MONTHS							
BLUE BONNET LODGE #192	JAN\JUL						
G.W. CARVER LODGE # 255	FEB\AUG						
NOBLE STAR LODGE #277	MAR\SEP						
SAN ANTONIO LODGE #1	APR\OCT						
BEACON LIGHT LODGE #50	MAY\NOV						
STAR TOM LODGE #100	JUN\DEC						