Church and worship facility cleaning: what we clean

Tick each room the weekly plan covers as you walk the building with us.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Pew backs, armrests and seats dusted and wiped
- ☐ Bulletins and envelopes cleared from pew racks
- ☐ Hymnals and Bibles straightened
- ☐ Kneelers, chair rows and communion rail wiped
- ☐ Pulpit, lectern, altar steps and platform edges dusted by hand
- ☐ Aisles vacuumed wall to wall, under the pews too
- ☐ Platform tile or hardwood cleared of grit and damp-mopped
- ☐ Wood trim, window sills and sound booth dusted
- ☐ Balcony and choir loft on the weeks they are used

Fellowship hall and kitchen

- ☐ Tabletops washed, chairs cleaned and stacked your way
- ☐ Hall floor swept and mopped out to the baseboards
- ☐ Trash and recycling out after events
- ☐ Kitchen counters, sinks and serving windows scrubbed
- ☐ Appliance fronts and handles wiped
- ☐ Tile degreased along the cook line and at the dish sink

Nursery and classrooms

- ☐ Low tables, chairs, cubbies and changing tables wiped
- ☐ Crib rails and play mats cleaned
- ☐ Child-height sinks and toilets scrubbed
- ☐ Classroom carpet vacuumed ahead of the weekend
- ☐ Youth room couches, game tables and floors reset

Offices, restrooms and entrance

- ☐ Office, pastor's study, library and meeting rooms dusted and vacuumed
- ☐ Restroom sinks, toilets, partitions and floors cleaned and disinfected
- ☐ Paper, soap and liners restocked
- ☐ Narthex mats vacuumed, glass doors cleared of smudges
- ☐ Welcome table and literature racks dusted

Calendar and extras

- [ ] Main clean late in the week, lighter Monday reset
- [ ] Next-morning visit after midweek events
- [ ] Wedding, funeral and holiday visits added as needed
- [ ] Hall vinyl tile machine scrub, or strip and new finish
- [ ] Aisle and classroom carpet cleaning between services
- [ ] Front steps and courtyard pressure washed before big weekends

Notes