

Church and worship facility cleaning: what we clean

Tour the building with your facilities lead and tick the rooms you want covered.

Congregation _____ Address _____
 Walked by _____ Date _____

Worship room

- ☐ Pews, chairs and seat backs dusted and wiped
- ☐ Book racks cleared of bulletins and papers
- ☐ Carpeted aisles vacuumed front rows to doors
- ☐ Hard floors dust-mopped, then damp-mopped
- ☐ Candle wax lifted from floor and carpet
- ☐ Pulpit, lectern and altar area only as your sheet directs
- ☐ Entry doors, lobby glass and welcome table

Fellowship hall and kitchen

- ☐ Tables and chairs wiped after the meal
- ☐ Folding stacks returned to their storage spot
- ☐ Trash and recycling taken out
- ☐ Hall floor swept and mopped wall to wall
- ☐ Counters, prep tables and sinks; food-contact surfaces sanitized
- ☐ Appliance fronts and refrigerator handles
- ☐ Kitchen floor scrubbed around each unit's base

Classrooms, nursery and youth rooms

- ☐ Changing surfaces, crib rails, low tables and toy shelves
- ☐ Desks, whiteboards and door handles
- ☐ Toddler carpet vacuumed, under cribs and play mats too
- ☐ Youth room couches, game tables and snack counter reset

Restrooms

- ☐ Fixtures, partitions, counters and floors disinfected
- ☐ Paper and soap refilled
- ☐ Monthly or quarterly deep clean for grout lines and vents

Floors, entries and grounds

- ☐ Sanctuary aisle carpet hot water extraction
- ☐ Hall vinyl tile stripped and refinished
- ☐ Marble or terrazzo entry stone care
- ☐ Front steps, courtyards and walkways pressure washed

Special days

- ☐ Event visit the night before a wedding or memorial
- ☐ Reset the morning after, before the next service

Notes
