

Church and worship facility cleaning: what we clean

Walk the building with your administrator and tick each room against your weekly calendar.

Congregation _____ Address _____
Walked by _____ Date _____

Sanctuary or worship hall

- ☐ Pew backs, armrests and kneelers wiped
- ☐ Hymnal racks and pew pockets cleared
- ☐ Stackable chairs wiped and set in rows
- ☐ Aisle carpet vacuumed, under pews too
- ☐ Tile and wood near the altar dusted, then damp-mopped
- ☐ Sills, ledges and lower light fixtures dusted
- ☐ Pulpit, rails and steps dusted
- ☐ Instruments and sound gear left as found

Fellowship hall and kitchen

- ☐ Tables wiped and folded or reset
- ☐ Folding chairs wiped and stacked
- ☐ Hall floor swept and wet-mopped
- ☐ Prep tables, counters and sinks sanitized
- ☐ Oven and refrigerator fronts wiped
- ☐ Coffee station spills cleared
- ☐ Kitchen floor edges scrubbed
- ☐ Trash and recycling out to the bins

Nursery, classrooms and youth room

- ☐ Crib rails and changing tables disinfected
- ☐ Toy shelves, low tables and door handles
- ☐ Classroom tables, chairs, whiteboards and sinks
- ☐ Youth room couches, game tables and floor
- ☐ Rooms locked up per your routine

Offices and foyer

- ☐ Church office, pastor's study and welcome desk
- ☐ Phones, keyboards and door handles wiped
- ☐ Foyer mats vacuumed
- ☐ Literature table straightened
- ☐ Glass doors cleared of prints

Restrooms

- ☐ Fixtures to floor scrubbed and disinfected
- ☐ Mirrors polished, partitions wiped
- ☐ Paper towels, tissue, soap and liners refilled

Seasonal and floor work

- ☐ Extra visit before a holiday, full clean after
- ☐ Wedding or memorial one-off cleans
- ☐ Sanctuary and classroom carpet refreshed
- ☐ Hall vinyl tile scrubbed or stripped and refinished

Notes
