

Church and place of worship cleaning: what we clean

Walk the building with this sheet to mark rooms, items to leave and event dates.

Congregation _____ Address _____

Walked by _____ Date _____

Sanctuary

- ☐ Pews, chairs and kneelers dusted and wiped
- ☐ Bulletins cleared from hymnal racks
- ☐ Aisles vacuumed or mopped
- ☐ Entry doors and push plates
- ☐ Fonts or shoe racks and the welcome table
- ☐ Sacred items handled only as your leaders direct
- ☐ Center aisle carpet extraction on a cycle

Fellowship hall and kitchen

- ☐ Tables and chairs wiped and stacked after a meal
- ☐ Hall floor swept and mopped
- ☐ Trash and recycling carried out
- ☐ Room set for its next use
- ☐ Kitchen sinks, appliance fronts and prep tables
- ☐ Serving windows wiped

Classrooms, nursery and youth rooms

- ☐ Tables, chairs and cubbies
- ☐ Door handles and light switches
- ☐ Toys and changing stations as your ministry directs
- ☐ Floors and play mats cleaned

Restrooms

- ☐ Cleaned, disinfected and restocked every visit
- ☐ Baby-changing stations, sinks and mirrors
- ☐ Paper and soap set for a full service crowd

Offices and welcome area

- ☐ Pastor's study, library and meeting rooms
- ☐ Desks, phones, shelves and door hardware
- ☐ Narthex or lobby, coat racks and literature tables
- ☐ Walkways, courtyard and lot checked for litter

Calendar

- ☐ Friday or Saturday visit before weekend services
- ☐ Turnaround between evening and morning services
- ☐ Extra visits around weddings, funerals and holy days
- ☐ Hall and entry floors scrubbed or refinished

Notes
