Church and place of worship cleaning: what we clean

Tour the building with your caretaker and mark the rooms on the plan.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary or worship hall

- ☐ Pews and chairs dusted and wiped
- ☐ Book and hymnal racks tidied
- ☐ Aisles and floor beneath the seating
- ☐ Carpeted prayer hall vacuumed edge to edge
- ☐ Entry doors, glass and lobby or narthex
- ☐ Sacred areas handled only as you direct: _____

Fellowship hall and kitchen

- ☐ Tables and chairs wiped, then set or stacked your way
- ☐ Trash and recycling cleared
- ☐ Hall floor swept and washed
- ☐ Kitchen counters, sinks and appliance exteriors
- ☐ Cabinet fronts and kitchen floor

Classrooms and nursery

- ☐ Classroom tables, chairs, shelves and whiteboards
- ☐ Classroom floors after the last class
- ☐ Cribs, changing tables, low shelves and toys
- ☐ Products approved by your leadership

Restrooms, offices and entries

- ☐ Restroom fixtures, mirrors, partitions and floors
- ☐ Restocked before the main service and after big events
- ☐ Offices, choir room, library and meeting rooms on use days
- ☐ Entry mats and the floor just inside the doors

Event and holy-day visits

- ☐ Overnight reset between an evening event and morning worship
- ☐ Extra visits in holy-day weeks
- ☐ Deeper clean before the busiest season

Periodic deeper work

- [ ] High ledges and light fixtures dusted
- [ ] Pew and chair frames detailed
- [ ] Kitchen appliances pulled out and cleaned behind
- [ ] Hard floors scrubbed and refinished
- [ ] Carpet cleaning between services
- [ ] Fragile or irreplaceable items left for caretakers

Notes