Church and worship space cleaning: what we clean

Walk the campus with your administrator and mark the rooms each visit covers.

Church _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Bulletins, cups and tissues gathered from pews and chair rows
- ☐ Pew backs, armrests and book racks wiped
- ☐ Altar rail, pulpit, lectern and platform edges dusted
- ☐ Items the worship team set out left in place
- ☐ Aisles vacuumed, extra passes at doors and the communion line
- ☐ Narthex and glass entry doors cleaned

Fellowship hall and kitchen

- ☐ Tables and chairs wiped and stacked to your layout
- ☐ Counters and serving windows
- ☐ Sink scrubbed, appliance fronts wiped
- ☐ Hall and kitchen floors swept and mopped
- ☐ Food-contact counters sanitized when meals are served
- ☐ Trash and recycling bags leave with the crew

Classrooms, nursery and youth rooms

- ☐ Tables and chairs wiped, bins emptied
- ☐ Floors vacuumed or mopped
- ☐ Toys and craft bins left where teachers keep them
- ☐ Nursery changing table, rocking chairs and toy shelves

Restrooms and entries

- ☐ Toilets, urinals and sinks scrubbed
- ☐ Mirrors, fixtures and partitions cleaned
- ☐ Paper towels, tissue and hand soap refilled
- ☐ Entry mats pulled and shaken
- ☐ Lobby glass wiped, welcome table cleared and dusted

Offices, library and meeting rooms

- [ ] Desks and counters wiped, papers left alone
- [ ] Phones and door handles cleaned
- [ ] Wastebaskets and shredder bins emptied
- [ ] Prayer room and pastor's study dusted, nothing rearranged

Floors, outside and big days

- [ ] Sanctuary and hallway carpet extracted before busy seasons
- [ ] Hall and classroom vinyl stripped, refinished or burnished
- [ ] Front steps, walkways and courtyard pressure washed
- [ ] Day porter for Christmas, Easter or a large memorial
- [ ] Weddings and funerals added as one-time visits

Notes