

Church and worship space cleaning: what we clean

Take this around the campus with your facilities lead and tick rooms for the week.

Congregation _____ Address _____
Walked by _____ Date _____

Sanctuary

- ☐ Pews and chairs dusted and wiped
- ☐ Hymnal racks and seat pockets tidied
- ☐ Aisles vacuumed or mopped
- ☐ Altar or stage and entry vestibule
- ☐ Pulpit, platform and lectern dusted
- ☐ Sound and media equipment left as your team set it
- ☐ Wood cleaned with products suited to its finish

Foyer, halls and offices

- ☐ Glass entry doors
- ☐ Handrails
- ☐ Information table and welcome desk
- ☐ Hallways
- ☐ Church offices

Fellowship hall and classrooms

- ☐ Hall tables, chairs and floors after a busy weekend
- ☐ Sunday school and youth room desks and tables
- ☐ Door handles
- ☐ Classroom floors
- ☐ Trash removed

Nursery and children's rooms

- ☐ Cribs and changing tables wiped with products your leaders approve
- ☐ Toy shelves and play mats
- ☐ Floors cleaned thoroughly

Restrooms and kitchen

- ☐ Fixtures, mirrors and partitions
- ☐ Restroom floors
- ☐ Restocked ahead of each service weekend
- ☐ Kitchen counters, sinks and appliance fronts after use
- ☐ Kitchen floor
- ☐ Trash and recycling taken out

Visits to schedule

- ☐ Main clean late in the week
- ☐ Reset on Sunday evening or Monday
- ☐ Visit before or after a wedding or funeral
- ☐ Holiday programs and community events
- ☐ Restroom touch-up partway through a large event

Notes
