Church and worship space cleaning: what we clean

Tour the building with your facilities lead and mark the rooms in use each week.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Main worship room

- ☐ Pew tops and backs dusted
- ☐ Book racks cleared of old bulletins and tissues
- ☐ Armrests, door handles and step rails wiped
- ☐ Folding chairs wiped and set back in straight rows
- ☐ Pulpit, lectern or reading table cleaned as your lead directs
- ☐ Items set apart for worship left untouched unless listed
- ☐ Aisles and the front area vacuumed edge to edge
- ☐ Lobby glass doors cleared of fingerprints

Fellowship hall and kitchen

- ☐ Hall tables and chairs wiped; floor swept and mopped
- ☐ Cups and napkins collected from under the stage and coat racks
- ☐ Kitchen counters, sinks, fridge and oven fronts cleaned
- ☐ Food-contact surfaces sanitized
- ☐ Every bin emptied and relined; kitchen floor mopped
- ☐ Reset after youth nights or rentals on the booked dates

Classrooms, nursery and offices

- ☐ Low tables, small chairs, cubbies and toy shelves wiped
- ☐ Changing tables disinfected
- ☐ Floors vacuumed or mopped into the corners
- ☐ Office, library and study desks, phones and door hardware wiped
- ☐ Papers on desks left as they are; trash out; carpet vacuumed

Restrooms and entrances

- ☐ Fixtures, counters and partitions cleaned and disinfected
- ☐ Toilet paper, towels, soap and seat covers refilled
- ☐ Restroom floors mopped before services
- ☐ Entry glass and push plates wiped; walk-off mats vacuumed
- ☐ Courtyard walkways added to a pressure washing schedule

Floors and special days

- [ ] Aisle carpet and nursery rugs extracted early in the week
- [ ] Carpet spots treated
- [ ] Worn vinyl tile under hall tables stripped and refinished
- [ ] Stone or terrazzo entries cleaned and polished
- [ ] One-time clean added around weddings, memorials and holy days

Notes