

Church and worship facility cleaning: what we clean

Walk the building with your facilities lead before the weekend and tick each space.

Congregation _____ Address _____
 Walked by _____ Date _____

Worship space

- ☐ Pews or chairs dusted and wiped
- ☐ Book racks and kneelers cleared of debris
- ☐ Aisles, narthex and entry carpet vacuumed edge to edge
- ☐ Glass entry doors and display cases polished
- ☐ Altar, platform, ark or prayer area only as clergy direct
- ☐ Sacred objects left where they belong

Restrooms

- ☐ Restrooms nearest the sanctuary cleaned before each service
- ☐ Fixtures, mirrors and partitions cleaned
- ☐ Floors mopped dry
- ☐ Paper towels, tissue, soap and liners restocked

Fellowship hall and kitchen

- ☐ Tables and chairs wiped after heavy use
- ☐ Kitchen counters and sinks cleaned
- ☐ Appliance exteriors wiped
- ☐ Hall floors swept and mopped

Classrooms, nurseries and offices

- ☐ Tables and toys on open shelves wiped
- ☐ Door handles wiped
- ☐ Classroom floors vacuumed or mopped
- ☐ Church offices and the pastor's study cleaned

High work and floors

- ☐ Ceilings, beams and chandeliers high-dusted on a cycle
- ☐ Stained-glass ledges dusted
- ☐ Hall and classroom vinyl stripped and refinished in summer
- ☐ Sanctuary carpet hot-water extracted
- ☐ Marble or terrazzo entries cared for

Lot, entries and grounds

- ☐ Parking lot swept and litter picked up before the weekend
- ☐ Entry walks, steps and plazas pressure washed
- ☐ Gum and spills lifted before weddings and holidays
- ☐ Grounds mowed, edged and trimmed
- ☐ Lamps, faucets, ceiling tiles and HVAC filters logged and fixed

Notes
