Church cleaning: what we clean, room by room

Walk the building with your facilities lead and tick each room the plan should cover.

Church _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary and entry

- ☐ Pews or chairs dusted and wiped
- ☐ Pew racks cleared of bulletins and stray papers
- ☐ Floor between the rows vacuumed or mopped
- ☐ Altar area, pulpit, lectern and platform dusted
- ☐ Altar items, candles and religious art left where they sit
- ☐ Entry doors, glass and narthex or lobby

Fellowship hall and kitchen

- ☐ Hall tables and chairs wiped
- ☐ Trash and recycling cleared
- ☐ Hall floor swept and mopped
- ☐ Kitchen counters and sinks
- ☐ Appliance fronts and kitchen floor

Classrooms and nursery

- ☐ Classroom tables, chairs, door handles and light switches
- ☐ Youth room floors
- ☐ Cribs and changing-area counters wiped
- ☐ Toy shelves dusted
- ☐ Nursery floor mopped

Restrooms, offices and touchpoints

- ☐ Restrooms fully cleaned after busy weekends
- ☐ Paper and soap restocked
- ☐ Entry door pulls and drinking fountains
- ☐ Offices, library and meeting rooms on a lighter routine

Calendar and special work

- ☐ Monday or Tuesday reset after weekend services
- ☐ Friday or Saturday touch-up before services
- ☐ Visits before or after weddings and memorials
- ☐ Deeper clean ahead of Christmas and Easter
- ☐ Sanctuary aisle carpet extraction in a quiet week
- ☐ Fellowship hall floor refinishing
- ☐ Areas only certain members enter, noted for the crew

Notes