Church and worship building cleaning: what we clean

Tour the building with your facilities lead and tick the rooms for a normal week.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary and platform

- ☐ Aisles and carpet between rows vacuumed
- ☐ Pew backs, hymnal racks and armrests wiped
- ☐ Bulletins, tissues and loose papers cleared from seats
- ☐ Stacking chairs wiped and set back in your layout
- ☐ Pulpit or lectern dusted, stage floor swept or vacuumed
- ☐ Instruments, mic stands and cables left in place
- ☐ Foyer glass and entry doors

Fellowship hall and kitchen

- ☐ Tables wiped, chairs folded and stacked to your plan
- ☐ Serving counters and kitchen surfaces
- ☐ Sinks and appliance fronts
- ☐ Floor under the prep tables
- ☐ Hall floor mopped
- ☐ Trash and recycling taken to the enclosure
- ☐ Hall reset after a luncheon or reception

Classrooms and nursery

- ☐ Sunday school tables and chairs wiped
- ☐ Shelving and door handles
- ☐ Classroom carpet vacuumed and trash emptied
- ☐ Nursery floors, crib rails and changing counters
- ☐ Rooms left the way your children's ministry set them

Restrooms and offices

- ☐ Mirrors, fixtures, partitions, counters and floors
- ☐ Soap, paper and liners refilled from your stock or ours
- ☐ Offices and counting room handled as your checklist says

Rotations and busy seasons

- [ ] Ceiling fans, window ledges and reachable light fixtures dusted
- [ ] Tops of door frames
- [ ] Aisle runners and foyer carpet extracted with hot water
- [ ] Hall and classroom vinyl stripped and refinished
- [ ] Entry walk and courtyard pressure washed
- [ ] Added visits for holidays, weddings and memorials
- [ ] Day porter on a packed Sunday or conference day

Notes