

Church and worship building: what we clean

Tour the campus with your administrator and tick each room the weekly plan should reach.

Congregation _____ Address _____
Walked by _____ Date _____

Sanctuary

- ☐ Pews and chairs dusted and wiped
- ☐ Hymnal racks and kneelers tidied
- ☐ Altar area and platform cleaned with approved products
- ☐ Every aisle vacuumed or mopped
- ☐ Windowsills, ledges and light fixtures dusted on rotation
- ☐ Carpeted aisles set for periodic extraction

Older finishes

- ☐ Wood pews and paneling wiped with wood-safe products
- ☐ Brass and metal fixtures cleaned without harsh polish
- ☐ Stained glass dusted from inside with soft tools
- ☐ Stone and tile floors cleaned with neutral products

Entries and guest areas

- ☐ Foyer, entry doors and welcome tables cleaned before the weekend
- ☐ Guest restrooms cleaned fixture by fixture and restocked
- ☐ Entry walkways and steps swept
- ☐ Bins by the doors emptied and entry mats cleaned

Fellowship hall and kitchen

- ☐ Tables and chairs wiped after each event
- ☐ Hall floors swept and mopped, trash and recycling out
- ☐ Kitchen counters, sinks and appliance exteriors cleaned
- ☐ Serving window and kitchen floor done
- ☐ Cleanup visit after each outside rental

Classrooms, nursery and offices

- ☐ Classroom tables, chairs and shelves wiped
- ☐ Nursery cribs, changing tables, toys and low shelves cleaned
- ☐ Youth room couches vacuumed and spills spot cleaned
- ☐ Office, study, choir room and library dusted and vacuumed

Calendar and handling

- ☐ Main clean set for Friday or Saturday
- ☐ Turnaround visit Sunday evening or Monday
- ☐ Extra visits around holy days, weddings and funerals
- ☐ Sacred items handled only as leadership directs
- ☐ Keys and alarm codes arranged with the administrator

Notes
