Church and worship space cleaning: what we clean

Walk the campus with your church office and mark rooms and hands-off items.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Pew tops and ends dusted; pew backs wiped
- ☐ Hymnal racks and envelope holders
- ☐ Left-behind bulletins gathered
- ☐ Aisles and under each seating row vacuumed
- ☐ Narthex glass, entry doors and push plates
- ☐ Altar, pulpit, communion table and baptistry as the office directs
- ☐ Items marked hands-off listed here
- ☐ Stage chairs straightened; floor dusted around cables

Fellowship hall and kitchen

- ☐ Tables and chairs wiped, then stacked or set as you ask
- ☐ Trash and recycling out; hall floor mopped
- ☐ Kitchen counters, sinks and stovetops
- ☐ Fridge handles and the serving window

Restrooms

- ☐ Toilets, urinals and sinks cleaned
- ☐ Mirrors and partitions wiped; floors mopped
- ☐ Paper, soap and liners refilled

Classrooms, nursery and youth rooms

- ☐ Tables, chairs and cubbies wiped
- ☐ Door handles and light switches
- ☐ Sinks cleaned; rugs and carpet vacuumed
- ☐ Teaching materials and toys left in place

Floors and outside

- ☐ Aisle and narthex carpet lanes extracted before big services
- ☐ Corridor and hall vinyl stripped and refinished
- ☐ Entry marble or terrazzo cleaned and polished
- ☐ Front steps, walks and courtyard pressure washed

Your calendar

- [ ] Weddings and Saturday events reset before Sunday
- [ ] Holy days and concerts with dates for added visits
- [ ] Weekday classes and evening groups to cover

Notes