

Church and worship space cleaning: what we clean

Bring this sheet when you tour the building with us and mark the day each room is cleaned.

Congregation _____ Address _____

Walked by _____ Date _____

Worship space and entry

- ☐ Pew backs and seat rows dusted
- ☐ Book and envelope racks, railings and window ledges
- ☐ Carpeted aisles and kneeling areas vacuumed
- ☐ Hard floors and prayer-hall surfaces damp-mopped
- ☐ Narthex and lobby glass wiped
- ☐ Door pulls and push bars
- ☐ Surfaces the crew may wipe listed in the plan
- ☐ Sacred items and arrangements left in place

Fellowship hall and church kitchen

- ☐ Tables and chairs wiped, stacked chairs dusted
- ☐ Hall floor swept and mopped
- ☐ Bins emptied before the next group
- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Cabinet pulls and kitchen floor
- ☐ Deeper kitchen pass after large meals

Classrooms, nursery and youth rooms

- ☐ Tabletops and chair seats
- ☐ Cubbies and toy shelves
- ☐ Door handles at child height
- ☐ Nearby restrooms cleaned and restocked
- ☐ Paper, soap and liners from your closet or our supply service

Calendar and events

- ☐ Late Sunday or early Monday visit after the weekend
- ☐ Lighter midweek pass before evening classes
- ☐ Turnaround visit after a wedding reception
- ☐ Reset after a funeral luncheon or holiday week
- ☐ Rented rooms covered on the right days for each group

Floors and outside

- ☐ Sanctuary carpet and runners extracted in a quiet month
- ☐ Classroom and hallway vinyl stripped and refinished
- ☐ Marble or terrazzo entries polished
- ☐ Entry walks, steps and courtyards pressure washed
- ☐ Runoff kept out of street gutters

Notes
