Church and worship space cleaning: what we clean

Walk the building with your facilities lead and tick each room for the weekly plan.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Worship space

- ☐ Pews or chairs dusted and wiped
- ☐ Hymnal racks and book pockets cleared
- ☐ Floor vacuumed or mopped from the front to the back doors
- ☐ Altar, pulpit and sacred objects only as your clergy asks
- ☐ Choir loft, balcony and side chapels on rotation
- ☐ Prayer rooms and floor-seating areas vacuumed with care

Entry and narthex

- ☐ Entry doors
- ☐ Narthex or lobby floor
- ☐ Glass around the entry

Fellowship hall and kitchen

- ☐ Tables and chairs wiped
- ☐ Hall floor cleaned after each event
- ☐ Room set back to your standard layout on request
- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Kitchen floor and waste area
- ☐ Behind and under appliances on the periodic calendar

Classrooms, nursery and youth rooms

- ☐ Classroom tables, chairs, whiteboards and door handles
- ☐ Classroom floors
- ☐ Cribs, changing surfaces and play mats with your chosen products
- ☐ Toys and low surfaces
- ☐ Nursery floors mopped every visit
- ☐ Youth room couches, tables and floors
- ☐ Snack-time crumbs picked up

Restrooms and weekday rooms

- ☐ Restrooms cleaned and restocked before each weekend
- ☐ Restroom check after large events
- ☐ Offices, library and meeting rooms on a lighter schedule

Services, events and floors

- ☐ Restrooms, entry and worship space reset between services
- ☐ Extra visit after a wedding, festival or reception
- ☐ Sanctuary carpet extraction in a quiet week
- ☐ Fellowship hall tile refinished in a quiet week

Notes