Church cleaning: what we clean

Bring this on the campus walk and mark the rooms and timing your calendar needs.

Church _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Pews or chair rows wiped
- ☐ Book and card racks dusted
- ☐ Carpeted aisles vacuumed
- ☐ Hard floor under seating: dust mop, then damp mop
- ☐ Bulletins and wrappers collected from rows
- ☐ Bins by each door emptied
- ☐ Platform or altar area only as your team directs

Fellowship hall and kitchen

- ☐ Tables wiped, chairs stacked or squared
- ☐ Hall floor swept and mopped
- ☐ Trash and recycling to the enclosure
- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Food-contact surfaces sanitized
- ☐ Reset after a late reception or memorial lunch

Classrooms, nursery and offices

- ☐ Sunday school tables and chairs
- ☐ Whiteboards, when asked
- ☐ Nursery surfaces, cribs and changing tables wiped with disinfectant
- ☐ Toys and craft bins left in place unless listed
- ☐ Office desks dusted around papers
- ☐ Phones and door handles wiped, carpet vacuumed

Restrooms and lobby

- ☐ Toilets, urinals, sinks, mirrors and partitions
- ☐ Restroom floors mopped
- ☐ Paper towels, tissue and hand soap refilled
- ☐ Entry glass and door pushes
- ☐ Welcome counter and inside mats
- ☐ Leaves and litter off the front steps

Floors and carpet on their own cycle

- [ ] Hall tile and classroom vinyl stripped and refinished
- [ ] Marble or terrazzo entry cleaned to a shine
- [ ] Carpet extraction early in the week
- [ ] Periodic restroom deep clean for grout and scale

Calendar and access

- [ ] Locked doors noted
- [ ] Quietest days for visits
- [ ] Midweek resets for outside groups
- [ ] Keys, fobs and alarm codes

Notes