Church and worship building: what we clean

Tour the building with your facilities lead after a visit and tick each room you pass.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Pews and chairs dusted and wiped
- ☐ Book and hymnal racks cleared of bulletins and tidied
- ☐ Entry doors and glass cleaned
- ☐ Carpeted aisles vacuumed, hard floors mopped
- ☐ Floors and steps around the altar cleaned as your team directs
- ☐ Chairs back in rows, candles and flowers left untouched
- ☐ Kneelers left raised or lowered as your team keeps them
- ☐ Wood paneling and stained glass wiped with a soft cloth

Fellowship hall and kitchen

- ☐ Hall tables and chairs wiped, room set to your layout
- ☐ Hall floor swept and mopped, trash and recycling out
- ☐ Kitchen counters, sinks and stovetops cleaned
- ☐ Kitchen appliance fronts and floor cleaned after meals
- ☐ Reset after each outside rental booking

Classrooms and nursery

- ☐ Classroom tables, chairs, whiteboards and shelves wiped
- ☐ Classroom carpet and floors cleaned between sessions
- ☐ Nursery cribs and changing counters cleaned
- ☐ Nursery toy shelves, low tables and floor cleaned

Restrooms and foyer

- ☐ Restrooms scrubbed and disinfected before services
- ☐ Mirrors polished and supplies refilled
- ☐ Foyer glass, door handles and welcome tables cleaned
- ☐ Entry mats vacuumed
- ☐ Grout and fixtures given periodic deep cleaning

Offices and other rooms

- ☐ Clergy and staff office desks dusted, trash removed
- ☐ Choir room and library or bookstore floors cleaned
- ☐ Carpet extraction and floor care in a quiet week

Notes