

Place of worship cleaning: what we clean

Walk the building with your facilities lead and tick each room on the route.

Congregation _____ Address _____
Walked by _____ Date _____

Sanctuary or prayer hall

- ☐ Pews, chairs and kneelers dusted and wiped
- ☐ Hymnal racks and book shelves tidied
- ☐ Entry doors and glass
- ☐ Aisles and carpet vacuumed
- ☐ Floors under seating each visit
- ☐ Shoe racks and floor at the entrance
- ☐ Items the crew leaves untouched: listed below

Fellowship hall and kitchen

- ☐ Tables and chairs wiped, then stacked or set as asked
- ☐ Floors swept and mopped
- ☐ Trash taken out to the bins
- ☐ Counters, sinks and appliance fronts
- ☐ Extra degreasing for community-meal cooking

Classrooms and nursery

- ☐ Sunday school and youth room tables and chairs
- ☐ Whiteboards and floors
- ☐ Nursery low surfaces, cribs and changing tables
- ☐ Toys handled on your nursery's routine

Restrooms

- ☐ Fixtures, mirrors and partitions
- ☐ Floors cleaned
- ☐ Paper and soap topped up before big gatherings
- ☐ Porter on site during large services (yes or no)

Welcome area and offices

- ☐ Entry doors, glass and welcome desk
- ☐ Bulletin boards and lobby floor
- ☐ Entry mats vacuumed
- ☐ Pastor's study, meeting rooms and library
- ☐ Locked rooms and their cleaning terms noted

Calendar

- ☐ Main clean day before weekend services
- ☐ Overnight reset after Saturday events
- ☐ Holy days and festivals booked ahead
- ☐ Floor and carpet work in the slowest weeks
- ☐ Shared-use groups and their days

Notes
