House of worship cleaning: what we clean

Walk the building room by room with this sheet in hand and tick each line as you go.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- [ ] Pews dusted dry, then wiped damp
- [ ] Top rail, seat, end panel and hymnal rack
- [ ] Chairs wiped and squared back into rows
- [ ] Kneelers, railings and the platform's front edge
- [ ] Aisle carpet vacuumed wall to wall
- [ ] Wood or tile floor given a dry pass, then a damp pass
- [ ] Altar furnishings and sacred objects left to clergy or volunteers

Narthex and front lobby

- [ ] Glass doors
- [ ] Welcome table and bulletin racks
- [ ] Coat area
- [ ] Entry mats vacuumed

Fellowship hall and kitchen

- [ ] Banquet table tops and rims
- [ ] Chairs wiped and stacked on their carts
- [ ] Hall floor swept, then mopped
- [ ] Trash and recycling carried to the enclosure
- [ ] Kitchen counters, sinks and serving window
- [ ] Refrigerator and oven fronts
- [ ] Kitchen floor scrubbed
- [ ] One-time reset after a reception, memorial or community meal

Classrooms, nursery and youth rooms

- [ ] Small tables, chairs and cubby shelves
- [ ] Sink counters and handles children reach
- [ ] Rugs vacuumed and hard floors mopped
- [ ] Soft play mats wiped
- [ ] Every bin emptied

Restrooms, offices and library

- [ ] Restrooms cleaned from fixtures to floors, then restocked
- [ ] Pastor's study and church office
- [ ] Library and bookstore corner
- [ ] Stairwells dusted and vacuumed

Longer-cycle and outside work

- [ ] Aisle and hallway carpet extracted quarterly or twice a year
- [ ] Worn hall vinyl stripped and refinished
- [ ] Marble or terrazzo entry cleaned and polished
- [ ] Front steps, plaza and parking walk pressure washed

Notes