Place of worship cleaning: what we clean

Carry this sheet from the sanctuary to the kitchen and tick each room as it is checked.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary and entry

- ☐ Pews, chairs and kneelers dusted and wiped
- ☐ Books straightened in their racks
- ☐ Aisles and steps vacuumed or mopped
- ☐ Entry doors and railings wiped
- ☐ Narthex or lobby cleaned
- ☐ Altar, pulpit and sacred objects left as your team placed them
- ☐ Sound desk, instruments and decorations left in place

Fellowship hall

- ☐ Tables wiped after the gathering
- ☐ Chairs stacked or set the way you asked
- ☐ Floor swept and mopped
- ☐ Trash and recycling out the same night

Classrooms and nursery

- ☐ Classroom and youth room tables, chairs and door handles
- ☐ Classroom floors vacuumed
- ☐ Nursery changing tables and crib rails
- ☐ Toy shelves and low surfaces children reach
- ☐ Nursery floor finished last

Kitchen and restrooms

- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Kitchen tables and floor
- ☐ Food-contact surfaces done to your kitchen's own routine
- ☐ Restrooms cleaned and restocked before main services
- ☐ Extra restroom pass after large gatherings

Closing up

- ☐ Rooms left to volunteers skipped; crew rooms done
- ☐ Doors and lights match your closing list
- ☐ Dripping faucets or dead bulbs reported to the office

Floors between services

- [ ] Sanctuary carpet extraction
- [ ] Hall tile and classroom hard floor care

Notes