Church and house of worship cleaning: what we clean

Walk the building with your administrator and tick each room the plan covers.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary

- ☐ Pews and chairs dusted and wiped
- ☐ Hymnal and book racks tidied
- ☐ Bulletins and tissues cleared from the rows
- ☐ Carpeted aisles vacuumed edge to edge
- ☐ Hard floors dust mopped, then damp mopped
- ☐ Entry doors and glass cleaned

Altar, bimah, minbar or other sacred space

- ☐ Nearby floors and seating included
- ☐ Cleaning around the space follows your guidance
- ☐ Sacred objects left with clergy or volunteers if that is your tradition

Fellowship hall and kitchen

- ☐ Hall tables wiped after each event
- ☐ Chairs stacked where you want them
- ☐ Hall floor cleaned
- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Kitchen floor

Classrooms and nursery

- ☐ Tables and chairs wiped
- ☐ Low shelves dusted
- ☐ Changing counters cleaned
- ☐ Floors vacuumed or mopped

Restrooms and lobby

- ☐ Restrooms scrubbed on every visit
- ☐ Restrooms restocked
- ☐ Lobby left tidy for newcomers
- ☐ Entries and halls stepped up when weekday community programs run

Calendar and periodic work

- ☐ Main clean before weekend services
- ☐ Lighter touch-up after services
- ☐ Saturday-night reset between a wedding and Sunday worship
- ☐ Extra visits around holy days, funerals and community meals
- ☐ Hot water extraction for carpeted sanctuary and hall
- ☐ Hall and kitchen tile or vinyl refinished on a quiet weekday

Notes