Church and community building cleaning: what we clean

Bring this list on the walkthrough and tick the rooms the building uses in a normal week.

Building _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary and worship rooms

- ☐ Pews or chairs dusted
- ☐ Accessible floors vacuumed or mopped
- ☐ Waste cleared from the aisles and entry
- ☐ Main clean set late in the week, ahead of weekend services
- ☐ Lighter reset early the next week

Foyer

- ☐ Entrance glass
- ☐ Door handles
- ☐ Floor where people gather after a service

Fellowship hall and office

- ☐ Fellowship hall tables
- ☐ Fellowship hall floor
- ☐ Church office desk surfaces dusted
- ☐ Copy area
- ☐ Office waste collected

Restrooms

- ☐ Fixtures and mirrors every visit
- ☐ Partitions
- ☐ Floors
- ☐ Routine waste collection
- ☐ Staff restrooms

Classrooms and nurseries

- ☐ Floors cleaned between uses
- ☐ Surfaces cleaned between uses
- ☐ Toys and supplies left where teachers keep them
- ☐ Rooms used by midweek groups: _____

Events, floors and grounds

- ☐ Sanctuary, hall and restrooms readied before a large service or event
- ☐ Porter for restrooms and foyer while people are in the building
- ☐ Post-event reset
- ☐ Sanctuary carpet extracted early in the week
- ☐ Fellowship hall scrubbed, or stripped and waxed
- ☐ Walkways, steps and parking: litter pickup, sweeping, pressure washing

Notes