

Church and worship building: what we clean

Go room by room with your pastor or a volunteer and tick what each visit covers.

Congregation _____ Address _____

Walked by _____ Date _____

Sanctuary and narthex

- ☐ Pews or chairs dusted and wiped
- ☐ Hymnal racks and book pockets cleared
- ☐ Kneelers and pew ends
- ☐ Aisles and narthex vacuumed or dust-mopped
- ☐ Chancel floor, steps and rails
- ☐ Main door glass
- ☐ Altar and sacred items left to your clergy or altar guild

Fellowship hall and kitchen

- ☐ Tables wiped
- ☐ Chairs cleaned and stacked your way
- ☐ Hall floor swept and mopped
- ☐ Trash and recycling out
- ☐ Kitchen counters, sinks and appliance fronts
- ☐ Dishwashing after large events, if listed

Classrooms, nursery and offices

- ☐ Sunday school and youth rooms dusted and vacuumed
- ☐ Whiteboards cleared when you want them
- ☐ Nursery changing tables and cribs wiped
- ☐ Low surfaces and nursery floor
- ☐ Church offices
- ☐ Weekday preschool rooms, if they join the plan

Restrooms

- ☐ Fixtures cleaned one by one
- ☐ Paper and soap restocked
- ☐ Restroom floors

Event resets and occasional work

- ☐ Overnight hall reset after a wedding reception
- ☐ Kitchen and restrooms reset before Sunday
- ☐ Carpet extraction on a quiet weekday
- ☐ Hard-floor scrubbing on a quiet weekday
- ☐ Heritage woodwork dusted by hand with soft cloths
- ☐ Inside of stained glass, only where trustees approve

Notes
