

House of worship cleaning: what we clean

Walk the building with your facilities volunteer and mark the rooms crews should handle.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Worship hall

- ☐ Pews, chairs and prayer benches dusted and wiped
- ☐ Hymnal and literature racks straightened
- ☐ Dropped programs and offering envelopes collected
- ☐ Lecterns and railings, finish handled with care
- ☐ Carpet vacuumed edge to edge, extra passes in floor seating
- ☐ Shoe racks and the floor around them
- ☐ Sacred items left in place; dust only the pieces listed here

Fellowship hall and kitchen

- ☐ Counters, prep tables and sinks after a meal
- ☐ Oven, refrigerator and warming cabinet exteriors
- ☐ Kitchen floor degreased
- ☐ Folding tables wiped
- ☐ Chairs stacked or reset to your layout
- ☐ Hall floor swept and mopped
- ☐ Trash and recycling out the same day

Classrooms, nursery and youth rooms

- ☐ Tables, chairs and cubbies
- ☐ Door handles and light switches
- ☐ Nursery cribs and changing tables
- ☐ Hard toys wiped
- ☐ Pastor's studies and finance offices: only if you list them

Restrooms and entry

- ☐ Restrooms cleaned and restocked each visit
- ☐ Entry glass and door pulls
- ☐ Welcome desk

Calendar and periodic work

- ☐ Visit before your weekend services, cleanup after
- ☐ Extra visits for weddings, funerals, festivals and holy days
- ☐ Restroom deep cleaning for fixtures
- ☐ Hall and aisle carpet extraction on a quiet midweek day
- ☐ Vinyl tile scrubbed or stripped and refinished

Notes
