# Church and ministry buildings: what we clean

Walk the building with your facilities lead and tick each room the crew should reach.

**Church** _____ **Address** _____

**Walked by** _____ **Date** _____

## Sanctuary and platform

- [ ] Aisles and carpet between rows vacuumed
- [ ] Pew backs, book racks and chair frames dusted
- [ ] Armrests and end caps wiped
- [ ] Bulletins and papers picked up from the rows
- [ ] Upholstered chairs vacuumed
- [ ] Platform steps and railings wiped
- [ ] Cables, instruments and sound gear left where set

## Lobby and entries

- [ ] Glass doors
- [ ] Welcome counter, coffee station and literature tables
- [ ] Hard-floor entries mopped
- [ ] Entry mats vacuumed and squared up

## Fellowship hall and kitchen

- [ ] Tables and chairs wiped after a meal
- [ ] Kitchen counters and sinks cleaned and sanitized
- [ ] Appliance doors and handles
- [ ] Kitchen bins emptied into the outdoor containers
- [ ] Hall floor swept and mopped once tables are clear

## Classrooms, nursery and offices

- [ ] Low surfaces, tabletops and cubbies
- [ ] Door handles and sink areas
- [ ] Classroom floors vacuumed or mopped
- [ ] Toys and supplies left where volunteers stored them
- [ ] Offices, pastor's study and counseling rooms dusted
- [ ] Papers on desks left untouched

## Restrooms

- [ ] Toilets, urinals, sinks and counters disinfected
- [ ] Mirrors and stall dividers
- [ ] Floors mopped right into the corners
- [ ] Paper, hand soap and liners topped up
- [ ] Day porter for a holiday service or memorial

## Floors and grounds

- [ ] Sanctuary carpet extracted on a set rotation
- [ ] Hall and classroom vinyl tile stripped and refinished
- [ ] Gym or multipurpose concrete floor scrubbed
- [ ] Litter picked up around the parking lot and entry
- [ ] Front walk and patio pressure washed

## Notes