

CHURCH CLEANING CHECK LIST

General Comments

Bathrooms

Church bathrooms should be cleaned each week, including washing the counters and mirrors, and emptying all of the trashcans. Toilet seats and bowls should be cleaned thoroughly with a cleaning agent.

Kitchen

The church kitchen will usually be cleaned by individuals using it, but monthly and quarterly maintenance cleaning is essential for keeping the room shining.

Lobby

The lobby, or foyer, is the main entrance and fellowship area of the church. As an important gathering place and first impression of your church, special care should be given to this area weekly.

Sanctuary

Sanctuaries typically receive the most traffic and require weekly attention.

Nursery

Thoroughly cleaning the church nursery is one of the most vital parts of church maintenance.

Classrooms

The church classrooms, which may be used to hold Bible studies or Sunday school lessons, should be vacuumed and tidied weekly.

Suggest Checklist

Weekly

- ☐ Vacuum the sanctuary
- ☐ Place hymnals and Bibles in their proper location
- ☐ Collect any abandoned bulletins and offering envelopes
- ☐ Clean stage area, removing water bottles, props, etc.
- ☐ Avoid cleaning instruments: let the musicians handle those
- ☐ Windex glass doors
- ☐ Vacuum carpets
- ☐ Empty garbage cans
- ☐ Disinfect toys in the nursery
- ☐ Change crib bed sheets in the nursery.
- ☐ Clean bathrooms
 - o Clean toilets
 - o Wipe down sinks
 - o Wipe down cabinets and drawers
 - o Check toilet paper dispensers
 - o Check paper towel dispensers
 - o Check soap dispensers

Monthly

- ☐ Clean sinks & counter tops (clean off cleaning residue)
- ☐ Mop any tile and linoleum floors
- ☐ Dust window sills
- ☐ Wipe down all blinds
- ☐ Clean/Cut/Trim yard
- ☐ Sweep off all porches
- ☐ Check lighting fixtures to see if any need replacement

Quarterly

- ☐ Clean refrigerator and freezer (front, inside, drawers, empty ice)
- ☐ Clean dishwasher (inside edges, top and sides)
- ☐ Clean and ceiling fans and blades
- ☐ Do a check for cobwebs throughout the building
- ☐ Clean out pulpit
- ☐ Install new A/C Filters

Bi-Annually

- ☐ Clean kitchen cabinets (wipe off doors, wipe out all shelves & drawers)
- ☐ Wipe off all switch plates and receptacle covers
- ☐ Wipe down all door frames and baseboards
- ☐ Clean out gutters
- ☐ Clean-out and seed flowerbeds
- ☐ If you have drop ceilings, inspect rooms to see if tiles are free of stains or sagging.

Annually

- ☐ Oven cleaned (top, inside, sides, front, edges)
- ☐ Exhaust hood cleaned (fan & filter)
- ☐ Dust lighting fixtures
- ☐ Clean A/C Grill
- ☐ Clean all exterior doors (if not freshly painted)