

Church Cleaning Checklist

Tasks

Time

✚ Feather dust furniture, window sills, fixtures and sound equipment	20 minutes
✚ Empty all trash cans (13 cans)	15 minutes
✚ Clean mirrors, sinks, toilets in all restrooms and nursery	90 minutes
✚ Re-stock restrooms with paper goods	10 minutes
✚ Wash hostess entry and auditorium door windows	20 minutes
✚ Sweep all three porches	10 minutes
✚ Vacuum:	
• Pews	30 minutes
• Office, platform, auditorium, sound room, and nursery	60 minutes
• Fellowship hall, and back hallway	30 minutes
• Floors in restrooms, vestibule, hall and kitchen (with attachment)	25 minutes
✚ Wet mop restrooms, kitchen and vestibule	50 minutes

Total estimated time

6 hours

As needed:

Keep janitor room neatly arranged and notify Doniece Hardt when low on supplies
Check to see that nursery diaper pail is emptied on Sunday evenings
Dust cobwebs from corners and light fixtures
Replace light bulbs when necessary
Spot clean main doors, walls and baseboards

Note: Back office and restroom lights will automatically go off