Church and worship building: what we clean

Walk the building after a service and mark each room and the days it is used.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Worship space and narthex

- ☐ Bulletins, tissues and cups collected from the seating
- ☐ Railings and door handles wiped
- ☐ Backs of pews or chairs
- ☐ Lobby or narthex touch points

Fellowship hall and classrooms

- ☐ Tables wiped after meals and meetings
- ☐ Kitchenette counters
- ☐ Trash and recycling taken out
- ☐ Children's classrooms

Restrooms

- ☐ Restrooms by the hall and classrooms cleaned
- ☐ Paper, soap and liners refilled
- ☐ Staff restroom kept stocked

Offices and meeting rooms

- ☐ Church office and pastoral offices
- ☐ Library and meeting rooms
- ☐ Bins emptied and shared contact points wiped
- ☐ Rooms locked midweek noted for the right visit

Visit timing

- ☐ Evening and weekend visit times
- ☐ Early-week reset once weekend services end
- ☐ Later-week visit when midweek programs run
- ☐ One-time visit around weddings, funerals and holidays
- ☐ Community events with bigger crowds

Floors and outside

- [ ] Carpeted aisles and halls extracted midweek to dry
- [ ] Fellowship hall floors scrubbed and burnished
- [ ] Entry steps, walkways and plaza pressure washed
- [ ] Parking lot litter picked up by a porter
- [ ] Carpet spots handled on the carpet plan

Notes