

PLACE OF WORSHIP CLEANING CHECKLIST

Important weekly cleaning areas for your facility



FOYER

- Dust baseboards & windowsills
- Pick up all trash
- Dust all horizontal surfaces and tabletops
- High and low dusting
- Sweep and mop hard floor surfaces
- Clean & sanitize drinking fountains
- Spot clean walls
- Empty all trash wastebaskets
- Spot clean floors
- Dust light fixtures and bulbs
- Dust window coverings
- Clean all windows, removing fingerprints
- Vacuum all area rugs & fabric furniture
- Arrange furniture in an orderly way
- Vacuum all carpet and door mats
- Clean glass doors and handles for finger prints

CLASSROOMS

- Wipe off tables
- Pick up trash from floor
- Check classroom bathrooms
- Remove trash
- Dust & spot clean cabinets and shelves
- Vacuum area rugs or carpet
- Clean all doors, walls and door handles
- Sweep and mop floors

OFFICES

- Empty trash wastebaskets
- Dust horizontal surfaces
- Dust lamps & light fixtures
- Clean windows & handles
- Mop/vacuum floors/rugs

SANCTUARY

- Pick up and remove all trash
- Pick up any personal belongings
- Sweep hard surface floors
- Vacuum floors, stage & chairs
- Stack chairs, return to storage **(if necessary)**
- Return tables to storage room **(if necessary)**
- Clean & wipe tables, lecturn, pews & chairs

RESTROOMS

- Empty trash and replace liners
- Wipe off counters & clean mirrors
- Fill paper & soap dispensers
- Clean & disinfect toilets & urinals
- Wipe down all fixtures and doorhandles
- Detail sweep and mop all hard surface floors

KITCHEN/EVENT HALL

- Empty trash and replace liners
- Wipe off tables & chairs **(stack in storage)**
- Wipe counters, sink & stove/oven & warmers
- Clean coffee pots, machine & coffee counter
- Clean any messes, spills, spot removal
- Detail sweep and mop all hard surface floors
- Vacuum all carpeted areas/rugs

NURSERY/TODDLERS

- Pick up all trash/waste
- Clean tables & arrange chairs
- Clean/disinfect changing areas
- Spot clean spills/messes
- Sanitize & put away toys
- Dust all horizontal surfaces
- Arrange furniture orderly
- Spot clean walls/floor
- Detail sweep & mop floors
- Vacuum floors/rugs

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