

# CHURCH CLEANING CHECKLIST



## Church Cleaning Checklist

If you're searching for a "**church cleaning checklist**" you're likely a pastor or minister who's looking for a thorough list of items that need to be cleaned in your church on a daily, weekly, and monthly basis.

It doesn't matter if your church has 50 members or 5,000, regular cleaning is vital to maintaining the building's brilliance. Reducing germ exposure is also important to ensure the safety and well-being of your church members. It is recommended your church be cleaned at least once a week as well as after any special events are held.

### Church Bathrooms

The church bathrooms should also be cleaned each week. Clean the mirrors and countertops, and empty out all of the trash cans. The toilet seats and bowls should be cleaned completely using a strong cleaning agent such as Comet.

### Church Kitchen

The church kitchen will typically be cleaned by the staff using it, but weekly maintenance cleaning is vital for keeping the room shining. Empty all trash cans and thoroughly wipe down the countertops, sinks and stovetops with a disinfectant spray. Sweep and completely mop the floors and clean all of the windows. Refrigerators should also be cleaned on a regular basis.

## **Church Lobby**

The lobby is the fellowship area and main entrance of your church. This is where weekly bulletins are circulated, and commonly where church members assemble before and after services to engage in small talk. This area needs to be vacuumed or swept, and all trash cans emptied out. Take down any old bulletins and dispose of them. If your church has a snack table, dispose of any crumbs or leftover food and thoroughly wipe down the table.

## **Church Sanctuary**

Sanctuaries usually see the most traffic, because they are needed for church services, weddings, and funerals. The sanctuary needs to be vacuumed and all trash cans should be emptied out. Place hymnals and Bibles in their proper locations and collect any deserted bulletins and throw them out. The stage area should be cleaned to remove any thrash the choir may have left behind, and all props should be removed, and put in their proper location. Let the musicians clean the instruments.

## **Church Nursery**

Completely cleaning the church's nursery is one of the most important parts of church upkeep. Small children don't yet have fully developed immune systems, so they are especially vulnerable to catching colds and viruses. Vacuum the nursery floors and be sure they are free from smaller objects, like as hair clips, coins or whatnot. Wipe down any furniture with a non-toxic disinfectant. All toys should be also be cleaned with a disinfectant, particularly the toys that young crawlers and infants can place in their mouths. Change out crib bedsheets and thoroughly wash them in hot water to kill any leftover germs. Completely wipe down the crib mattress covers with a non-toxic disinfectant.

## **Church Classrooms**

The church classrooms, that are used to hold Bible studies or Sunday school lessons, should be vacuumed and tidied up. This will include putting away any leftover Bible study materials, like papers, pens, and Bibles. Clean the tables and chairs with non-toxic disinfectant wipes. If the classrooms have coffeemakers in them, add new filters and restock the coffee creamers stirrers and coffee cups.

## **Church Offices**

Church office rooms are typically the most used since the pastoral staff is usually in them daily. The office floors should be thoroughly vacuumed at least once a week and all of the trash cans emptied. Dust telephones, computer monitors and bookshelves. Disinfect the telephones by wiping them down with disinfectant wipes or a soapy washcloth.

## **Bi-Annual And Annual Church Cleaning Guidelines**

It's usually easier on church staff to let cleaning professionals handle larger cleaning jobs. Here are some examples of cleaning jobs that should be done at least once or twice a year.

- Deep-steam carpets

- All Furniture upholstery cleaning
- Hardwood floors waxed, buffed and sealed
- Church-wide air duct cleaning
- Outside power washing

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