

† Monthly Church †

Cleaning Checklist

Worship Areas

- Dust pews, chairs, and podium
- Wipe and sanitize high-touch surfaces
- Vacuum carpets / sweep floors
- Mop hard floors
- Clean altar area respectfully
- Arrange hymnals and Bibles
- Arrange envelopes neatly
- Empty trash bins

Sunday School Room

- Tidy tables, chairs, and toys
- Wipe and sanitize surfaces
- Sweep/vacuum floors
- Empty trash bins
- Organize teaching materials

Entrance Areas

- Sweep and mop floors
- Clean glass doors & windows
- Wipe door handles and railings
- Tidy welcome desk / information area
- Organize bulletin boards & flyers

Final Check

- All areas tidy and ready for service

General Areas

- Dust windowsills and ledges
- Clean light switches & door handles
- Check for cobwebs
- Ensure proper ventilation
- Report maintenance issues

Fellowship Hall

- Clean countertops and tables
- Wash dishes / utensils
- Clean sink
- Dispose of food waste
- Sweep and mop floors
- Check refrigerator

Supplies Check

- Cleaning supplies available
- Trash bags stocked
- Paper products restocked
- Hand sanitizer available

Rest Room

- Clean and disinfect toilets
- Refill soap, tissue, paper towels
- Mop floors with disinfectant