



Church cleaning checklist

After each service, weekly and monthly

Client or site

Date

Cleaner

Church cleaning checklist: after each service

40 tasks

Sanctuary

- ☐ Pick up bulletins, papers, tissues and trash from pews, pew racks and the floor
- ☐ Straighten hymnals, Bibles, pencils and offering envelopes in the pew racks
- ☐ Wipe pew backs, armrests and pew ends where hands rest
- ☐ Dust the pulpit, lectern and communion rail, leaving altar items to the people who care for them
- ☐ Vacuum the center aisle, side aisles and the front of the sanctuary
- ☐ Spot-clean spills and gum on carpet and pew cushions
- ☐ Empty trash cans and replace liners

Nursery and children's classrooms

- ☐ Collect toys that children mouthed into a bin for washing and sanitizing
- ☐ Clean and disinfect the diaper changing table and empty the diaper pail
- ☐ Wipe tables, chairs, high chairs and craft surfaces after snacks and activities
- ☐ Wipe door handles, light switches and cubbies
- ☐ Vacuum rugs and sweep and mop hard floors
- ☐ Store every cleaning product out of children's reach before you leave

Lobby and entrances

- ☐ Vacuum entry mats and shake out or replace wet ones
- ☐ Clean fingerprints off entry door glass and push plates
- ☐ Disinfect door handles, push bars, stair rails and elevator buttons
- ☐ Wipe the welcome desk, information table and coat rack
- ☐ Tidy literature racks and the lost and found
- ☐ Sweep the entry steps and walk, if the church includes them

Restrooms

- ☐ Clean and disinfect toilets, urinals, seats and flush handles
- ☐ Clean and disinfect sinks, faucets, counters and baby changing stations
- ☐ Clean mirrors and the outside of dispensers
- ☐ Refill toilet paper, paper towels, hand soap and seat covers
- ☐ Empty trash and sanitary bins and replace liners
- ☐ Sweep and mop the floor, with a wet floor sign out

Fellowship hall and kitchen

- ☐ Clear and wipe tables, then stack or reset chairs as the church wants them
- ☐ Wash, dry and put away dishes, or run the dishwasher and empty it
- ☐ Wash counters, sinks and cutting boards with hot, soapy water
- ☐ Wipe the microwave, fridge handles, coffee maker and stove fronts
- ☐ Put away or throw out leftover food under the church's rules



Church cleaning checklist: after each service (continued)

Fellowship hall and kitchen (continued)

- ☐ Empty trash, recycling and food waste, and replace liners
- ☐ Sweep and mop the hall and kitchen floors

Floors and trash

- ☐ Vacuum carpeted halls and traffic lanes
- ☐ Dust-mop and damp-mop hard floors in halls and stairwells
- ☐ Take all trash and recycling to the outdoor containers
- ☐ Walk the building last: lights off, doors locked, alarm set as instructed

Offices and meeting rooms

- ☐ Empty trash and recycling bins
- ☐ Dust clear desk surfaces without moving papers
- ☐ Wipe meeting tables, door handles and light switches
- ☐ Vacuum traffic lanes and straighten chairs

Weekly church cleaning list

18 tasks

Sanctuary detail

- ☐ Dust pew tops, pew ends and the backs of pew racks
- ☐ Vacuum under pews and vacuum pew cushions
- ☐ Dust the choir loft, music stands and the outside of the piano or organ case
- ☐ Dust window sills, ledges and the bases of candle stands
- ☐ Clean interior glass doors and glass partitions

Restrooms, offices and halls

- ☐ Descale faucets, sinks and toilet bowls
- ☐ Scrub grout around toilets and urinals
- ☐ Pour water into floor drains so the traps stay filled
- ☐ Dust office shelves and spot-clean walls, doors and door frames
- ☐ Vacuum edges and corners throughout

Nursery and classrooms

- ☐ Wash and sanitize all hard toys, not just the ones that were mouthed
- ☐ Launder crib sheets, cloth toys, blankets and nap mats
- ☐ Wipe shelves, toy bins, cribs and play mats
- ☐ Wipe whiteboards and markers trays where the teachers ask

Kitchen and fellowship hall

- ☐ Clear out the fridge with the kitchen team's okay and wipe the shelves
- ☐ Wipe cabinet fronts, pulls and the outside of appliances
- ☐ Clean the stovetop and the outside of the oven
- ☐ Wipe the serving window, buffet tables and stacked chairs

Monthly and seasonal church janitorial checklist

12 tasks

Monthly

- ☐ Dust high ledges, light fixtures, ceiling fans, vents and return grilles

Monthly (continued)

- ☐ Wipe baseboards throughout the building
- ☐ Clean wood pews with a cleaner that suits their finish



Monthly and seasonal church janitorial checklist (continued)

Monthly (continued)

- ☐ Wash interior windows and clean lobby glass top to bottom
- ☐ Clean inside the microwave and oven, and defrost the freezer if needed
- ☐ Check the janitor closet: stock, labels and safety data sheets

Seasonal or before major services

- ☐ Hot-water extract sanctuary and hall carpets
- ☐ Machine-scrub, or strip and refinish, hard floors
- ☐ Deep-clean the kitchen, including behind and under appliances
- ☐ Wash exterior entry glass and the entry walk, if in scope
- ☐ Clean pew upholstery spots and stains
- ☐ Walk the building with the church contact and update the checklist

Church event cleanup checklist

13 tasks

After a wedding

- ☐ Collect programs, petals, confetti and anything thrown at the exit, as far as the church allows them
- ☐ Remove tape, ribbons and pew decorations without pulling at the wood finish
- ☐ Let candle wax harden, then lift it off; do not scrape finished wood
- ☐ Return moved pews, chairs, kneelers and furniture to their usual places
- ☐ Clean the bridal room and any rooms the wedding party used

After a funeral or memorial

- ☐ Ask the family or funeral home which flowers, photos and guest books they will collect
- ☐ Wipe the guest book table and reception tables
- ☐ Reset the sanctuary for the next service
- ☐ Clean the fellowship hall and kitchen after the reception meal

After any large event

- ☐ Clean and restock every restroom, not just the busiest one
- ☐ Empty all trash and recycling, inside and out
- ☐ Vacuum and mop all event spaces and the entries
- ☐ Note any damage or stains with photos and tell the church contact