

CHURCH CLEANING TASK LIST

BATHROOM

- Clean Mirrors
- Clean toilets seats & bowls inside & out
- Clean urinals & partitions
- Fill soap dispensers
- Fill toilet paper dispensers
- Fill paper towel dispensers
- Clean counter top with Method granite cleaner
- Empty all garbage cans and put new bags in each, clean outside of can.
- Sweep and Mop floor
- Clean all door handles on stalls & main door
- Clean changing table

SANCTUARY

- Clean up garbage, old bulletins and communion cups
- Straighten out chair rows
- Place hymnals & bibles on shelf under chair
- Sweep floors
- Vacuum carpet side wings, sound room and quiet room
- Vacuum carpet on altar
- Dust pulpit
- Empty pastor water glass and rinse out
- Windex glass entry doors
- Windex quiet room glass (inside and out)

FELLOWSHIP HALL

- Clear off and wipe down tables
- Straighten out tables and chairs
- Sweep floors
- Empty all garbage cans and put new bags in each, clean outside of can.
- Straighten up couches and arm chairs
- Dust back shelves and fireplace mantle

CAFÉ' AREA

- Empty all garbage cans and put new bags in each, clean outside of can.
- Pick up garbage
- Sweep and Mop floor
- Straighten tables and chairs
- Straighten up couches and arm chairs
- Straighten tract center
- Clean wall behind coffee area if needed
- Clean glass entry doors inside and out with Windex

CHURCH CLEANING TASK LIST

ENTRY AREAS

- Sweep and Mop floor
- Pick up trash
- Straighten chairs
- Clean glass entry doors inside and out with Windex

WOOD FLOORS

- All wood floors in building need to be swept

CARPET AREAS

- All carpet areas need to be vacuumed this includes area rugs in back offices

LIBRARY

- Straighten table and chairs
- Dust furniture and shelves
- Sweep floors

NURSERY ROOM

- Straighten out room
- Empty all garbage cans and put new bags in each, clean outside of can.
- Sweep and Mop floor
- Clean bathroom(toilet, sink, mirror and floor)
- Fill toilet paper dispensers
- Fill paper towel dispensers
- Clean bathroom(toilet, sink, mirror and floor)
- Clean changing table

PASTORS OFFICE/CONFERENCE ROOM

- Windex windows inside & out
- Vacuum area rugs
- Empty all garbage cans and put new bags in each, clean outside of can.

SECRETARY AREA

- Clean windows inside and out with Windex
- Vacuum area rugs
- Dust furniture
- Empty all garbage cans and put new bags in each, clean outside of can.