

Church Cleaning Checklist

Tasks

Time

+ Feather dust furniture, window sills, fixtures and sound equipment	20 minutes
+ Empty all trash cans (13 cans)	15 minutes
+ Clean mirrors, sinks, toilets in all restrooms and nursery	90 minutes
+ Re-stock restrooms with paper goods	10 minutes
+ Wash hostess entry and auditorium door windows	20 minutes
+ Sweep all three porches	10 minutes
+ Vacuum:	
• Pews	30 minutes
• Office, platform, auditorium, sound room, and nursery	60 minutes
• Fellowship hall, and back hallway	30 minutes
• Floors in restrooms, vestibule, hall and kitchen (with attachment)	25 minutes
+ Wet mop restrooms, kitchen and vestibule	50 minutes

Total estimated time

6 hours

As needed:

- Keep janitor room neatly arranged and notify Doniece Hardt when low on supplies
- Check to see that nursery diaper pail is emptied on Sunday evenings
- Dust cobwebs from corners and light fixtures
- Replace light bulbs when necessary
- Spot clean main doors, walls and baseboards

Note: Back office and restroom lights will automatically go off