

# **The Weekly Church Cleaning Checklist**

## **Sanctuary:**

Vacuum Carpet

Dust

- pews
- lectern, pulpit
- piano
- communion rail
- heat registers

## **Bell tower:**

Vacuum carpet (check windows for dead flies)

Dust

- shelves
- top of coat rack
- small table
- heat registers

Empty wastebasket

Wipe down dry erase board (if needed)

## **Entryway to Sanctuary:**

Vacuum carpet

- don't forget steps to the basement

Dust:

- coat rack
- Hand rails
- Heat registers

Wash glass doors and windows to sanctuary

## **Balcony:**

- Vacuum carpet and steps
- Dust:  
pews and railings  
organ and midi
- Clean misc. papers, pencils , etc. out of hymnal racks and pews
- Empty wastebasket

## **Basement:**

- Vacuum carpets and rugs
- Dust mop Floor (main floor)
- Sweep or mop Kitchen floor
- Empty waste baskets
- Check/empty dehumidifiers
- Wash chalkboards
- Pound erasers
- Dust:  
piano  
rocking chair  
coat rack
- Straighten Nursery  
put toys away  
vacuum rug, etc

Sweep down “back” stairway with broom

## **Sacristy and Side Storage Room** **(in front of church)**

- Vacuum
- Dust horizontal surfaces
- Empty wastebaskets

## **Bathrooms (upstairs and down)**

- Wash mirrors
- Mop floors
- Wash counters and sinks
- Scrub toilets
- Fill toilet paper and toweling
- Empty wastebaskets

## **Northwest Entryway**

- Wash glass doors
- Sweep/mop tile