

Church Cleaning Checklist

Use this checklist, based on Universal Janitorial Services' church cleaning services, to ensure a church, its nursery and its restroom are spotless. Find the digital version of this form and more at fulcrumapp.com/checklists.

General information

Name of church _____

Address Street Address _____

City, State, Zip _____

Contact name _____

Contact phone/email _____

Entrance and lobby

▶ Sweep exterior entrance areas
 Yes No N/A

▶ Dust all lobby surfaces
 Yes No N/A

▶ Vacuum all entrance rugs and carpeting
 Yes No N/A

▶ Wash tile/hardwood floors
 Yes No N/A

Notes _____

Sanctuary and nave

- ▶ Empty waste baskets and remove trash to designated disposal area
 Yes No N/A
- ▶ Replace plastic liners as necessary
 Yes No N/A
- ▶ Clean and polish wood surfaces within the Worship Room
 Yes No N/A
- ▶ Clean pews and altar areas (vacuum, dust, trash and other necessary cleanings)
 Yes No N/A
- ▶ Dust and clean furniture and partitions, as well as countertops and sink areas
 Yes No N/A
- ▶ Clean window sills to remove bugs and dust
 Yes No N/A
- ▶ Sweep/vacuum/mop all hard floor areas, including the parlor and preschool hallways
 Yes No N/A
- ▶ Sweep/vacuum/mop hallway, stairways, elevator floors, foyer, foyer hallways and coat closet
 Yes No N/A

Notes _____

Fellowship hall and kitchen

- ▶ Sweep/mop/vacuum floors
 Yes No N/A
- ▶ Clean horizontal surfaces of all furniture
 Yes No N/A
- ▶ Thoroughly clean and sanitize all countertops, including coffee/food areas and vending machines
 Yes No N/A
- ▶ Clean oven, stove, toaster, microwave, etc., inside and out
 Yes No N/A
- ▶ Clean outside (including handles) of refrigerator
 Yes No N/A
- ▶ Wash dishes or load, run, and empty dishwasher
 Yes No N/A
- ▶ Clean light fixtures, faucets and sinks
 Yes No N/A

Notes _____

Administrative offices and library

- ▶ Empty waste baskets and recycling bins and remove trash to designated disposal area
 Yes No N/A
- ▶ Replace waste basket plastic liners as necessary
 Yes No N/A

- ▶ **Dust off all desks, chairs, cabinets, shelves, and partitions**
 Yes No N/A
- ▶ **Clean all windows and glass surfaces**
 Yes No N/A
- ▶ **Sweep/vacuum/mop all floors and carpet**
 Yes No N/A
- ▶ **Leave documents and working papers untouched**
 Yes No N/A
- ▶ **Any items in need of repair?**
 Yes No N/A

Notes _____

Classrooms & nurseries

- ▶ **Sweep/vacuum/mop full floor areas. If mopping, use disinfectant**
 Yes No N/A
- ▶ **Empty trash and recycling and place in designated disposal areas**
 Yes No N/A
- ▶ **Clean all surfaces within the preschool kitchen and classroom sink areas**
 Yes No N/A
- ▶ **Wipe doorknobs, light switches, windowsills, and door glass**
 Yes No N/A
- ▶ **Clean and disinfect changing tables**
 Yes No N/A

Notes _____

Restrooms

- ▶ **Items in need of repair?**
 Yes No N/A

- ▶ **Describe items in need of repair (VISIBILITY RULE)**

- ▶ **Sweep and mop/scrub the floor with a disinfectant cleanser, leaving surfaces dry and corners clean**
 Yes No N/A

- ▶ **Clean, sanitize, and polish all surfaces of fixtures, including toilets, urinals, washbasins, and commodes.**
 Yes No N/A

- ▶ **Wipe clean all plumbing fixtures and brightwork**
 Yes No N/A

- ▶ **Clean and polish all mirrors and glass to remove all stains, streaks, and smudges**
 Yes No N/A

- ▶ **Wipe clean all dispensers and replenish as necessary (soap, paper towels, toilet paper)**
 Yes No N/A

- ▶ **Empty trash cans and replace liners**
 Yes No N/A

- ▶ **Damp-mop all hard and resilient floors**
 Yes No N/A

- ▶ Disinfect the full surface areas of all restroom walls, doors, windows, countertops, window frames, sills, vents, waste paper receptacles, and glass

Yes No N/A

Notes _____

Certification

- ▶ Passed?

Pass Fail

Name of Inspector _____

Please print

Signature _____

Date _____ / _____ / _____

Time _____ : _____ **AM / PM**



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