

## Church Cleaning Checklist

### Church Bathrooms

The church bathrooms should be cleaned each week. Clean the mirrors and countertops and empty all the trash cans. The toilet seats and bowls should be cleaned completely using disinfectant cleaner.

### Church Kitchen

The church kitchen will typically be cleaned by the staff using it, but weekly maintenance cleaning is vital for keeping the room clean and free from pests. Empty all trash cans and thoroughly wipe down the countertops, sinks and stovetops with a disinfectant spray. Sweep and completely mop the floors. Refrigerators should be cleaned on a regular basis. All trash should be removed, gas turned off and cutting utensils put away.

### Church Lobby & Foyer

The lobby or foyer is the fellowship area and main entrance of your church. This is where guests are greeted, weekly bulletins are distributed, and assembly area before the services begin. This area needs to be vacuumed or swept, and all trash cans emptied out. This area needs to be impeccable. Remove any old bulletins off bulletin boards and keep only updated targeted information there.

### Church Sanctuary

Sanctuaries usually see the most traffic because they are needed for church services, weddings, and funerals. The sanctuary needs to be vacuumed and all trash cans should be emptied out. Place hymnals, bibles and tithe envelopes in their proper locations. Collect any candy wrapper, old bulletins, and all stationary that should not be there. The pulpit or stage area should be cleaned. Remove any trash including water bottles the choir may have left behind. Only the musicians should clean their equipment - piano, drums, guitars, etc.

### Church Nursery

Parents and expectant mothers look to the nursery as an extension of the sanctuary. Here they can relax and take care of their children without disrupting the church services. It is important that this room be properly sanitized and disinfected. This area should be cleaned like that of any school setting. Vacuum the nursery floors and be sure they are free from smaller objects, like coins, broken toys or any foreign objects that children may put in their mouths. Wipe down all furniture and toys with a non-toxic disinfectant cleaner. Completely wipe down the crib mattress covers with a non-toxic disinfectant.

### Church Classrooms

The church classrooms that are used for bible studies, should be vacuumed and tidied up. This includes putting away any leftover bible study materials like paper, pens, bibles and handouts. Clean the tables, desks and chairs with disinfectant cleaner.



## Church Offices

Church office rooms are typically the most used since the pastoral staff is usually in them daily. The office floors should be thoroughly vacuumed at least once a week and all the trash cans emptied. Dust telephones, computer monitors and bookshelves. Disinfect the telephones by wiping them down with disinfectant wipes.

### Bi-Annual And Annual Church Cleaning Guidelines

It is usually easier on church staff to let cleaning professionals handle larger cleaning jobs. Here are examples of cleaning services that should be done at least once or twice a year.

- Deep-steam carpets
- All Furniture upholstery cleaning
- Hardwood floors waxed, buffed and sealed
- Church-wide air duct cleaning
- Outside power washing

If you are ready to experience superior church cleaning services for your church, call Ancenta Cleaning Services right away at 314-735-0071