

PRIME

Church Cleaning Checklist

1. Daily Tasks

Sanctuary

- Sweep/vacuum aisles and main floor areas – Yes ☐ No ☐
- Dust pews, pulpit, altar, and surfaces – Yes ☐ No ☐
- Wipe seating surfaces – Yes ☐ No ☐
- Empty trash bins & replace liners – Yes ☐ No ☐

Fellowship Halls & Classrooms

- Sweep/vacuum floors – Yes ☐ No ☐
- Wipe tables, chairs, countertops – Yes ☐ No ☐
- Take out trash & replace liners – Yes ☐ No ☐

Restrooms

- Clean/disinfect toilets, sinks & counters – Yes ☐ No ☐
- Refill soap, paper towels, TP – Yes ☐ No ☐
- Mop floors – Yes ☐ No ☐

Entryways & Lobbies

- Clean glass doors/windows – Yes ☐ No ☐
 - Sweep/vacuum floors – Yes ☐ No ☐
 - Dust furniture & décor – Yes ☐ No ☐
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2. Weekly Tasks

Sanctuary

- Clean/polish wood surfaces & metal fixtures – Yes ☐ No ☐
- Vacuum upholstered seating – Yes ☐ No ☐

Fellowship Halls & Classrooms

- Clean windows and mirrors – Yes ☐ No ☐
- Dust light fixtures/ceiling fans – Yes ☐ No ☐

Restrooms

- Deep clean/disinfect all surfaces – Yes ☐ No ☐
- Clean grout & tile – Yes ☐ No ☐
- Polish fixtures – Yes ☐ No ☐

Offices

- Dust all surfaces – Yes ☐ No ☐
 - Vacuum/mop floors – Yes ☐ No ☐
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3. Monthly Tasks

Entrances & Reception

- Wipe walls, trims, baseboards – Yes ☐ No ☐
- Polish wood doors, windows, handrails – Yes ☐ No ☐

Sanctuary

- Deep-clean pews and railings – Yes ☐ No ☐
- Wipe walls, baseboards, hard-to-reach spots – Yes ☐ No ☐

Kitchen & Fellowship Hall

- Clean floors, walls, baseboards – Yes ☐ No ☐
- Wipe appliances (microwave, coffee maker) – Yes ☐ No ☐
- Check fridge/cabinet contents – Yes ☐ No ☐

Restrooms

- Deep clean floors, walls, counters – Yes ☐ No ☐
- Inspect for leaks/mold under sinks – Yes ☐ No ☐

Staff Offices

- Clean walls/baseboards – Yes ☐ No ☐
- Clean upholstery & furnishings – Yes ☐ No ☐

Nurseries & Classrooms

- Wipe walls/baseboards with non-toxic cleaner – Yes ☐ No ☐
- Wash/change linens and bedding – Yes ☐ No ☐
- Clean/disinfect toys, tables, chairs – Yes ☐ No ☐

4. Quarterly Tasks

- Empty & clean cabinets and drawers – Yes ☐ No ☐
- Clean walls, windows, doors, frames – Yes ☐ No ☐
- Dust light fixtures & inspect functionality – Yes ☐ No ☐
- Clean ceiling fans – Yes ☐ No ☐

- Clean kitchen cupboards, oven, burners, dishwasher – Yes ☐ No ☐
 - Inspect/replace HVAC filters or arrange for pros – Yes ☐ No ☐
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5. Bi- Annual & Annual Tasks

Kitchen

- Empty, sanitize cabinets – Yes ☐ No ☐
- Rearrange supplies, clean cutlery/tools – Yes ☐ No ☐
- Clear drains & gutters – Yes ☐ No ☐

Sanctuary

- Clean carpets/upholstery thoroughly – Yes ☐ No ☐
- Strip/wax/shine floors – Yes ☐ No ☐
- Clean light fixtures – Yes ☐ No ☐
- Arrange professional HVAC maintenance – Yes ☐ No ☐

Fellowship Halls & Classrooms

- Clean/organize storage spaces – Yes ☐ No ☐
- Pressure-wash exterior walls/ceilings – Yes ☐ No ☐

Restrooms

- Deep clean walls, ceilings, fixtures – Yes ☐ No ☐
- Clean grout & tile thoroughly – Yes ☐ No ☐

Annual Tasks

- Remove built-up dirt/grease from all surfaces – Yes ☐ No ☐
- Replace worn furniture – Yes ☐ No ☐

- Organize and empty cabinets – Yes ☐ No ☐
 - Clean hood vents & chimneys – Yes ☐ No ☐
 - Clean vents & repair HVAC/chimney systems – Yes ☐ No ☐
 - Pressure-wash exterior of building – Yes ☐ No ☐
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Supplies Checklist

(Ensure these are stocked and accessible)

- Sanitizer & disinfectant
 - Glass cleaner
 - Liquid soap, paper towels, toilet paper
 - Air fresheners
 - Oven cleaner, stain remover
 - Vacuum, carpet cleaner, mop, broom/dustpan
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Tips & Notes

- Use PPE when handling chemicals
 - Focus on high-touch areas daily (e.g. door knobs, railings)
 - Schedule tasks to minimize disruptions to events
 - Track supply usage and restock proactively
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Your First & Last Name: _____

Date of Completion: _____