SF Janitorial

PRINTABLE CHECKLIST

Churches and places of worship: what we clean

Go room by room with your facilities lead and mark what each visit covers.

Congregation _____ **Address** _____

Walked by _____ **Date** _____

Sanctuary and entry

- ☐ Pews and chairs dusted and wiped
- ☐ Hymnals and prayer books straightened
- ☐ Kneelers and cushions vacuumed
- ☐ Aisle carpet, tile or wood floors
- ☐ Altar, pulpit and sacred objects only as your clergy direct
- ☐ Entry doors, narthex or lobby and coat rooms
- ☐ Glass around the entrance
- ☐ Balcony and choir loft on your schedule

Halls, kitchens, classrooms and offices

- ☐ Fellowship hall tables and chairs wiped after events
- ☐ Hall floors swept and mopped or vacuumed
- ☐ Trash and recycling cleared
- ☐ Kitchen counters, sinks, appliance exteriors and floors
- ☐ Cooking equipment, if your volunteers want it
- ☐ Classroom tables, whiteboards and floors
- ☐ Clergy and staff offices

Nursery and children's rooms

- ☐ Low surfaces, crib rails and changing-area surfaces
- ☐ Cubbies, door handles and play floors
- ☐ Products picked by your nursery coordinator
- ☐ Toys and soft items handled as your team prefers
- ☐ Sign-in counter, coat hooks and stroller area
- ☐ Diaper pails emptied and relined

Restrooms and the weekly calendar

- ☐ Restrooms cleaned, restocked and checked before services
- ☐ Restrooms reset after large gatherings
- ☐ Visit late in the week before weekend services
- ☐ Reset visit after the weekend
- ☐ Extra visits for weddings, funerals and holy days
- ☐ Day porter for festivals and all-day gatherings

Older finishes

- ☐ Candle wax lifted gently from carpet, tile or stone
- ☐ Votive stands wiped once cool
- ☐ Pews, rails and paneling with wood-safe products
- ☐ Brass rails and door plates wiped without harsh polish
- ☐ Marble, terrazzo and old tile with stone-safe cleaning
- ☐ Sills and baseboards near the doors dusted
- ☐ Icons and memorial plaques handled as your community asks

Notes