

Church Cleaning Checklist

A place of worship inspection by area: sanctuary, chancel, narthex, fellowship hall and kitchen, children's rooms, restrooms and offices

Site _____ Date _____ Inspector _____

Sanctuary and Pews

	Pass	Fail	N/A
Pew seats and backs wiped with a pH-neutral wood cleaner, no smeared polish or silicone film	☐	☐	☐
Hymnal and Bible racks emptied of bulletins, tissues and gum wrappers, books squared and left in place	☐	☐	☐
Kneelers vacuumed or wiped on both faces, kneeler hinges free of dust	☐	☐	☐
Pew ends and the aisle-side armrests dusted, including carved detail	☐	☐	☐
Carpet vacuumed under every pew row and along the kneeler line, not only the open aisles	☐	☐	☐
Candle wax lifted from carpet and pew wood without heat damage, spots reported if they will not lift	☐	☐	☐
Window sills and the ledges under stained glass dusted dry, nothing wet sprayed on leaded glass	☐	☐	☐
Balcony or choir loft cleaned to the same standard as the main floor	☐	☐	☐

Chancel and Altar Area

	Pass	Fail	N/A
Cleaning limited to the floor and surfaces the church has listed for the cleaning contractor	☐	☐	☐
Altar linens, communion vessels, candles and the lectionary left where they were set	☐	☐	☐
Chancel steps and rails dusted, rail cushions vacuumed	☐	☐	☐
Floor around the pulpit, lectern and font cleaned to the edge of each base	☐	☐	☐
Organ console, piano and sound desk dusted on the case only, keys and controls untouched	☐	☐	☐
Flower stands and the floor under them checked for water rings and fallen petals	☐	☐	☐

Narthex, Entrances and Stairs

	Pass	Fail	N/A
Entry doors cleaned on both faces, push bars and door pulls disinfected	☐	☐	☐
Entry mats vacuumed and lifted, grit swept from underneath	☐	☐	☐
Bulletin racks, literature tables and the guest book stand dusted and tidied	☐	☐	☐
Coat room or coat racks cleared of debris, floor vacuumed under the hanging rail	☐	☐	☐
Stairs, handrails, ramp rails and the elevator cab cleaned and handrails disinfected	☐	☐	☐
Glass display cases and memorial plaques dusted without moving contents	☐	☐	☐

Fellowship Hall and Kitchen

	Pass	Fail	N/A
Tables wiped and stacked or set as the church requests, chair seats checked for spills	☐	☐	☐
Hall floor swept and damp mopped to the walls, under the stage lip and under the stacked chair dollies	☐	☐	☐
Kitchen counters, sinks and faucet handles cleaned and sanitized	☐	☐	☐
Fridge exterior and handles wiped, spills inside reported to the kitchen coordinator rather than discarded	☐	☐	☐
Coffee urns and the coffee station wiped down, drip trays emptied	☐	☐	☐
Garbage, recycling and compost removed, bins washed when soiled, liners replaced	☐	☐	☐
Kitchen floor degreased along the cabinet toe kick and under the range front	☐	☐	☐

Nursery, Children's and Classrooms

	Pass	Fail	N/A
Toys, high chairs and change tables cleaned and disinfected as the church's child safety policy requires	☐	☐	☐
Crib or play mats wiped on both faces, rails and slats included	☐	☐	☐
Tables and chairs wiped at child height, crayon and glue removed	☐	☐	☐
Low windows and door glass cleaned of handprints at 0 to 4 feet	☐	☐	☐
Diaper bins emptied and lined, odour checked at the door	☐	☐	☐

Floor vacuumed or mopped corner to corner, rugs lifted to clean underneath	☐	☐	☐
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Restrooms

	Pass	Fail	N/A
Toilets and urinals cleaned inside, outside, under the rim and at the base where they meet the floor	☐	☐	☐
Sinks, faucets, counters and mirrors cleaned with no spotting	☐	☐	☐
Soap, paper towel, toilet paper and sanitary supplies restocked to full	☐	☐	☐
Baby change station in every restroom that has one cleaned and disinfected	☐	☐	☐
Floor mopped to the corners and behind fixtures, floor drains free of buildup	☐	☐	☐
Restroom odour neutral at the door before the first service	☐	☐	☐

Church Office and Meeting Rooms

	Pass	Fail	N/A
Desks dusted where clear, papers and files left untouched	☐	☐	☐
Phones, keyboards and light switches disinfected	☐	☐	☐
Wastebaskets and shred bins emptied as instructed, confidential bins left for the office	☐	☐	☐
Meeting room tables wiped, chairs returned to the layout the office uses	☐	☐	☐
Floors vacuumed or mopped, including under desks	☐	☐	☐

General checks (site-wide)

	Pass	Fail	N/A
Sanctuary, restrooms and narthex finished and inspected before the main weekend service	☐	☐	☐
Post-service clean done after the last weekend service, including spilled communion and dropped bulletins	☐	☐	☐
Rental and community group use of the hall cleaned up after as contracted, with the group named in the log	☐	☐	☐
Every door the cleaner unlocked is locked again, and the alarm set on the way out	☐	☐	☐
Damage, leaks, burnt-out lights and pest signs reported to the church office the same visit	☐	☐	☐
Previous inspection deficiencies verified as fixed	☐	☐	☐

Suggested frequency

Weekly	Full clean of sanctuary, narthex, restrooms, hall, kitchen and children's rooms before the main weekend service
Weekly	Post-service reset after the last weekend service: pew racks, spills, kitchen, waste
Monthly	Pew wood cleaned end to end, kneelers, high dusting, light fixtures within reach, window sills
Quarterly	Carpet extraction in the sanctuary and narthex, hall floor scrub, kitchen deep clean
As booked	Weddings, funerals and rentals: a reset before and after, scored as its own partial inspection

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