



Churches and other places of worship experience frequent visitors, including volunteers, worshippers, and staff. To maintain the chastity and the sanctity of the church while maintaining good health standards for all occupants, regular cleaning is essential.

Churches and other places of worship tend to be large spaces for accommodating large groups, making the task of daily, thorough cleaning difficult. Yet, several daily cleaning tasks are a must, including dusting and mopping floors, and cleaning and disinfecting the kitchen and bathrooms.

Having a checklist can help make the cleaning process more efficient when it comes to daily, weekly, monthly, quarterly, bi-annual, and annual tasks.

We have created a convenient and easy-to-follow checklist of tasks that will help you keep your place of worship clean, healthy, and safe for all visitors and staff. You can download this checklist and hang it up in the church office so staff and volunteers can easily keep track of what needs to be done.

DAILY CLEANING TASKS

- ☐ Dust and clean the walls
- ☐ Dust and clean the lights and fixtures
- ☐ Dust and clean the windows and window handles
- ☐ Dust and clean the door and doorknobs
- ☐ Dust and clean the furniture
- ☐ Mop and clean the floor
- ☐ Clean and clear the lobby, sanctuary, and nursery
- ☐ Clean and disinfect the entire bathroom, including floors
- ☐ Clean and disinfect the kitchen after each use
- ☐ Clean and put away dishes and cooking utensils
- ☐ Clean and disinfect the church classrooms with focus on high-touch surfaces
- ☐ Clear trash and replace liners in the cans



WEEKLY CLEANING TASKS

Throughout the Church

- ☐ Dust and clean all visible surfaces
- ☐ Vacuum the sanctuary and lobby
- ☐ Tidy up all the literature, hymnals, and Bibles
- ☐ Store away magazines and daily papers
- ☐ Clean the cabinets and drawers with a damp cloth
- ☐ Clean and clear the stage area
- ☐ Clean the glass surfaces
- ☐ Vacuum all carpeted areas
- ☐ Clean and mop any hard surface floors

Nursery

- ☐ Vacuum all carpeted areas
- ☐ Change sheets on beds and cribs
- ☐ Disinfect the toys, tables, and chairs
- ☐ Empty all trash cans and change liners
- ☐ Clean and mop any hard surface floors

Bathrooms

- ☐ Clean and disinfect the toilet bowls and urinals thoroughly
- ☐ Clean and wipe the sinks and chrome fixtures and faucets
- ☐ Check and refill paper dispensers
- ☐ Check and refill towel dispensers
- ☐ Check and refill soap dispensers

Kitchen

- ☐ Clean and disinfect the countertops and backsplashes
- ☐ Clean and mop the floor
- ☐ Check and refill towels and soap dispensers

Outside Area

- ☐ Sweep and clean the front and back sidewalks
- ☐ Sweep the staircases
- ☐ Sweep the front entrance



MONTHLY CLEANING TASKS

- ☐ Clear and clean kitchen countertops, sink, and faucet
- ☐ Clean, scrub, and mop hard surface floors
- ☐ Dust the windowsills and clean windowpanes
- ☐ Dust and clean the window blinds
- ☐ Clear debris from outside grassy areas and mow
- ☐ Sweep and clean the porches
- ☐ Check all the lighting and switches to see if any replacements are required
- ☐ Check the garden and yard for any infestations
- ☐ Sweep the parking lots

QUARTERLY CLEANING TASKS

- ☐ Clear and clean the kitchen refrigerator thoroughly (empty drawers and shelves, ice box)
- ☐ Clean the dishwasher inside and out, including the inside soap dispenser
- ☐ Clean and dust all the ceiling fans
- ☐ Clean and clear all high cobwebs from walls, corners, and ceiling
- ☐ Clean the pulpit
- ☐ Check and replace the A/C filters
- ☐ Weed the garden and check for any dried plants that need to be stored away for the season

BI-ANNUAL CLEANING TASKS


- ☐ Empty the kitchen cabinets and clean inside (walls and shelves), and outside cabinet doors and handles
- ☐ Restock the kitchen, including shelves
- ☐ Wipe and clean the switch plates
- ☐ Wipe and clean all doors and door frames
- ☐ Clear and clean the outside gutters
- ☐ Clean out and seed the garden areas



ANNUAL CLEANING TASKS

- ☐ Clean the kitchen oven and stove top thoroughly to remove grease and grime
- ☐ Clean and clear the kitchen hood vent
- ☐ Dust all the lighting fixtures
- ☐ Clean all the air conditioners and vents
- ☐ Clean and repaint where necessary, including front door and window frames

DON'T GET OVERWHELMED WITH CLEANING YOUR CHURCH.



We understand that with such a large space to keep clean, it can be overwhelming with limited help. At Commercial Cleaning Corporation, we utilize decades of experience, innovative tools, and green cleaning methods to help places of worship maintain a clean, safe, and healthy environment. We also have a readily available supply of cleaning and disinfecting products, sanitizers, PPE, hand soaps, paper products, and more. Reach out to Commercial Cleaning Corporation for help keeping your place of worship clean, stocked, and ready for worry-free worshipping.