

CLEANING CHECK LIST

Gathering Space / Entry

	Clean all windows / doors	
	Wipe down tables	
	Wipe down chairs	
	Vacuum	
	Dust Furniture and ledges	
	Wipe down coffee bar counters	
	Empty Trash / Recycling	
	Straighten Chairs and table	

Bathrooms (7 total)

	Clean and wipe down toilets	
	Clean Mirrors	
	Clean/Polish Sinks	
	Mop/ Vac-Mop the floors	
	Empty Trash	
	Clean walls as needed	

Multi-Purpose Rooms 1 & 2 (A & B)

	Wipe down Chairs	
	Wipe down Tables	
	Vacuum	
	Clean sink and counter areas	
	Room Change Over and Set up	
	Clean windows and	

Sanctuary

	Dust items on stage area	
	Vacuum	
	Straighten chairs rows	
	Look for any leftover paper	
	Dust window ledges	
	Clean Windows	
	*Do Not clean pianos or organ	

Lg/Sm Conference Rooms / Nursery

	Dust	
	Vacuum	
	Straighten up	
	Sanitize toys and furniture	

Hallways/Commons Area

	Wipe down seating and tables	
	Vacuum	
	Spot wall tiles	
	Dust Ledges (tile)	
	Wipe down door handles	
	Straighten Up	
	Clean preschool door	