

Church Cleaning Checklist

DAILY TASKS:



Sanctuary:

- Straighten hymnals and Bibles; organize pew racks.
- Sweep and vacuum floors, including under pews and chairs.
- Wipe down pews and chairs.
- Dust accessible surfaces and furniture.



Entrance and Common Areas:

- Clean and polish entry doors and handles.
- Empty and replace trash can liners.
- Sweep and mop entryways and hallways.



Restrooms:

- Restock toiletries such as toilet paper, paper towels, and hand soap.
- Clean and disinfect toilets, sinks, and countertops.
- Empty trash bins and replace liners.
- Sweep and mop floors.

WEEKLY TASKS:



Sanctuary:

- Vacuum carpeted areas thoroughly.
- Wipe down stained glass windows and other glass surfaces.
- Clean and dust altar, pulpit, and lectern.



Offices and Classrooms:

- Dust furniture and electronic equipment.
- Vacuum carpets and mop floors.
- Clean windows and mirrors.



Kitchen and Fellowship Hall:

- Clean appliances: refrigerators, microwaves, and stoves.
- Sweep and mop floors.
- Wipe down tables, chairs, and countertops.
- Empty all trash cans and recycle bins.

MONTHLY TASKS:



Sanctuary:

- Shampoo carpets or deep clean flooring.
- Sweep and vacuum floors, including under pews and chairs.
- Clean hard-to-reach cobwebs and dust from high ceilings and corners.
- Dust accessible surfaces and furniture.



Entrance and Common Areas:

- Clean fabric upholstery and treat leather furniture.
- Wash exterior and interior windows.
- Deep clean mats and area rugs.



Restrooms:

- Deep clean grout and tile.
- Clean vents and exhaust fans.
- Inspect and fix any plumbing issues.

SEASONAL TASKS:



General:

- Deep clean and inspect HVAC systems before heating and cooling seasons.
- Prepare outdoor areas for seasonal use or storage.
- Check and clean gutters and downspouts



Special Events:

- Conduct a thorough cleaning before and after special events such as weddings, funerals, and festivals.
- Arrange for additional trash disposal as necessary.

ANNUAL TASKS:



General:

- Inspect and, if necessary, repair furniture and fixtures.
- Review inventory of cleaning supplies and equipment; replace or repair as necessary.
- Refresh paint on walls and ceilings where needed.



Summit Janitorial has been a trusted name in cleaning services across Upstate South Carolina for nearly 30 years. We offer personalized, reliable cleaning solutions with a dedicated team familiar with your facility, ensuring consistent, superior quality. Need help keeping your space immaculate with regular cleaning? Let us customize a plan that fits your needs. Contact Summit Janitorial today to learn more and get started!