

Facility \_\_\_\_\_ Date \_\_\_\_\_ Completed by \_\_\_\_\_

**Daily**

- Empty trash and replace liners in public spaces, restrooms and classrooms used that day
- Spot-clean entry glass and doors
- Disinfect high-touch points (door handles, push plates, handrails, light switches, elevator buttons)
- Quick-clean restrooms: toilets, sinks, counters, mirrors and floors as needed
- Restock soap, paper towels, toilet paper and hand sanitizer
- Vacuum or mop high-traffic areas (entryway, lobby, main aisle, restrooms)
- Reset spaces: straighten chairs, remove debris and stage rooms for next use

**Weekly****General & shared spaces**

- Vacuum carpeted areas thoroughly including edges and under movable furniture
- Damp-wipe pew backs, chair arms, railings and lecterns
- Clean interior entry doors, lobby windows and display cases
- Dust mid-level surfaces (ledges, sills, window frames)

**Restrooms**

- Deep-clean fixtures and polish chrome
- Sanitize partitions, dispensers and floor edges
- Check ventilation and address odor sources

**Kitchen & fellowship**

- Clean appliance exteriors and sinks
- Wipe counters, tables and trash receptacles
- Sweep and mop fellowship hall floors

**Offices**

- Dust desks and visible horizontal surfaces
- Disinfect shared phones, printers and keyboards
- Wipe conference tables and shared equipment

**Monthly****Surfaces & dusting**

- Detail-dust vents, ceiling fan blades and light fixtures
- Clean baseboards, trim and door frames in high-visibility areas
- Spot-clean walls and remove scuffs in hallways, lobbies and classrooms

**Restrooms**

- Scrub tile grout lines to prevent mold and buildup
- Detail floor edges and treat drains for odor prevention

**Kitchen & furnishings**

- Clean microwave interior; wipe cabinet fronts and trash enclosure
- Vacuum fabric chairs, pew cushions and upholstered seating
- Check and reposition entry mats for slip prevention

## Quarterly & Annual

### Quarterly

- High-dust above normal reach (chandeliers, balcony rails, exposed beams)
- Thoroughly clean vents, diffusers and HVAC returns
- Detail-clean high windows and interior glass partitions
- Spot-treat carpets; schedule extraction as needed
- Assess floor finishes in sanctuary and classrooms; schedule scrub, recoat or buff
- Clean exterior entry thresholds and address seasonal residue at doors

### Bi-annual & Annual

- Carpet extraction in sanctuary aisles, classrooms and offices
- Hard-floor deep scrub and finish work by floor type
- Detailed pew and woodwork cleaning with products safe for finished wood
- Clean high fixtures and structural elements (chandeliers, balcony rails, exposed beams)
- Pressure-wash exterior walkways and entrances where safe and appropriate
- Schedule a full facility deep clean before major holidays or seasonal events