

Bethany Lutheran Church Cleaning Checklist

Narthex	Yes	No
Entry Way Double Doors: Clean Glass Sec. Office		
Single Door Entrance: Vacuum/ Clean		
Pastors Office - Vacuum/Windows/Sills		
Conference - Vacuum		
Conference Room- Clean		
Bathrooms - Sweep/Mop/Sinks/Toilets		
Garbage emptied		
Common Area Vacuum		

Sanctuary	Yes	No
Vacuum Aisles		
Dust Mop Under Pews		
Vacuum Pews		
Wash Windows/Wipe Sills		
Clean around Alter Area		
Dust Heat Registers - Vacuum if Necessary		

Rear Entrance of Church	Yes	No
Sweep / Vacuum		
Vacuum Stairwell		

Stairwell To Sunday School	Yes	No
Vacuum Stairs		

Volunteer/ Cleaner Name _____

TIME:
Punch In _____ Punch Out _____

Wedding Cleaning Custodial Fee - \$50.00

Basement	Yes	No
Bathrooms - Flush Toilets 2x/mo		
Bathrooms - Clean/Sinks/Toilets/Mirrors		
Kitchen- Check/ Run Water in Sink		
Dust Mop Basement		
Wash Windows/Sills Dusted		
Garbage Emptied		

Fellowship Hall	Yes	No
Vacuum Common Areas		
Kitchen - Sweep/Mop		
Dust Fans		
Check/Clean Acolyte Room		
Clean Financial Office		
Alter Guild Office		
Storage Room/ Sweep/Mop		
Windows - Wash/Sills		
Childrens Room - Wipe down all touch pounts.		
Wipe Down Ceiling Fans every 6 months		

All Garbages Emptied & Taken Outside	YES	NO
Recycleables Emptied & Taken Outside	Yes	NO

Signature _____ Date _____

Thank you for all of your hard work!

* Wedding Cleaning Fee - Not to coincide w/ regular cleaning sched.