

CHURCH MAINTENANCE CHECKLIST

Add the date at the top of the column, and **PLEASE** do all tasks in the **ORDER PRESENTED**.

Please assign **one team member to shepherd the list** to help the team stay on track and in order. That person will **INITIAL next to each item as it is finished** and let the team members know what the next available task is. **If you cannot complete any task**, please let the **facilities deacon AND the pastor** know via **TEXT**.

Date:				
01 - Check the Sanctuary for loose trash in:				
• On, Under, and in the Back Pocket of Chairs				
• Pulpit Area				
• First Lady's Area				
• Pastor's Office				
• Usher Stations				
• Musical Area				
• Youth Corner				
02 - Replace Air Fresheners (IF NEEDED)				
03 - Clean Ushers' Tables by the door				
• Remove all items from the table				
• Wipe down the tables				
• Replace the items				
• Make sure all slots are filled				
04 - Wipe down Instruments				
05 - Clean Pulpit Area				
• Wipe down the pulpit				
• Wipe down the top and middle of the table				
• Make sure the chairs are clean				
• Wipe down TV stands				
06 - Wipe down the furniture in the Pastor's Office				
07 - Sweep the Pastor's Office				
08 - Wipe down the Sound Closet				
09 - Sweep the Sound Room				
10 - Clean the Bathrooms				
• Wand the toilet bowls				
• Wipe down the sinks and mirrors				
• Refill soap, tissue, and paper towels				
• Sweep and mop Bathrooms				
11 - Wipe the Water Machine ,				
• Check the water level				
• Empty and clean the tray				
• Wipe down the machine				

12 - Sweep the Water Machine room				
13 - Wipe down tables and furniture in the Fellowship Hall				
<ul style="list-style-type: none"> Fold and wipe down chairs, then stack them along a wall 				
<ul style="list-style-type: none"> Wipe down tables and furniture 				
14 - Vacuum the floor in the Fellowship Hall				
15 - Open and place chairs back around the tables				
16 - Sweep, Lint Roll, or Vacuum the top, back, and bottom of sanctuary chairs (Make sure racks are on)				
17 - Wipe down Youth Corner and spray with disinfectant				
18 - Clean and Ring Mops with clean water, Empty buckets, and put away cleaning tools				
19 - Vacuum Sanctuary, Youth Corner, and Hallway				
20 - Empty all trash bags into the larger can near the water machine and replace the bags in all cans				
<ul style="list-style-type: none"> Pastor's office 				
<ul style="list-style-type: none"> Bathrooms 				
<ul style="list-style-type: none"> Fellowship hall 				
<ul style="list-style-type: none"> Replace the garbage bag in the can by the water machine 				
<ul style="list-style-type: none"> Place the garbage bag in your vehicle to dispose of it with your trash at home. 				
21 - Replace A/C Filter (QUARTERLY)				
22 - Shampoo Carpet (QUARTERLY)				
23 - TEXT the pastor and facilities deacon when done				
24 - Leave the completed list on the CLIPBOARD				
SCORE OUT OF 44(46 QUARTERLY) TASK				

NOTE: Please **TEXT** the *facilities deacon AND the pastor* once you are done to let them know the list has been completed, and **leave the marked list on the clipboard.**