

Cleaning & Sanitizing Checklist

Date _____ Person(s) Cleaning _____

These areas need to be **cleaned each time** before and after any group assemblies in the building.
Please check each column when completed.

	Before Meeting	After Meeting	Comments/Notes
General Areas			
Door/Cabinet Handles			
Table/Counter Tops			
Window Handles			
Chairs/Benches/Seating			
Light Switches			
Floors			
*Includes classrooms, library, etc.			
Sanctuary			
Chairs/Benches/Pews			
Podiums			
Handrails			
Microphones			
Keyboards/Organs/Pianos			
Media Areas/Office			
Musical Instruments/Stands			
Sound Systems			
TVs/Screens/Video Projectors			
Remote Controls			
Computer/Keyboard/Mouse			
Kitchen			
Counter Tops			
Faucet Handles			
Cabinet Handles			
Stove/Oven/Microwave Handles			
Refrigerator/Freezer Handles			
Restrooms			
Bathroom Faucets			
Toilet Handles and Seats			
Hand Rails			
Door/Stall Handles			
Shower Heads/Handles			
Counter Tops			
Soap Dispensers			
Paper Towel Dispensers			
Baby Changing Stations			