

New Life Center Cleaning Checklist

Kitchen

If used:

- Wipe off all counters, cutting boards and stovetops
- Wipe out microwaves
- Wash all dishes & silverware and return to proper place
- No food particles in sinks
- No dishes left in sinks and sinks cleaned
- Clean coffee pot
- Make sure all burners and ovens are turned off
- Make sure refrigerator and freezer doors are closed securely
- Leave no food in building
- Empty trash cans and remove from the premises
- Floors should be swept/dust mopped and clean up any spills
- Replace (from BBC stock) empty paper towel rolls

Bathrooms

- Wipe off all counters and sinks and clean mirrors if needed
- Make sure all toilets are flushed
- Empty trash cans
- Replace (from BBC stock) empty paper towel & toilet paper rolls

Fellowship Hall

- Sweep/dust mop floors and clean up any spills
- Wipe off all tables and chairs and return to proper place
- Remove all decorations

Foyer

- Vacuum rug if needed
- Sweep/dust mop and clean up any spills
- Clean fingerprints off front glass doors if needed

Nursery

- Turn off all toys and put them away
- Wipe down counter and sink
- Vacuum if needed
- Clean high chairs if used
- Empty trash cans and remove trash
- Take off any soiled crib sheets/bedding and give to the facility coordinator for your event
- Leave room as it was found

Conference rooms

- Vacuum if needed
- Wipe off tables and chairs
- Leave tables and chairs as they were found
- Empty trash cans and remove trash from premises

Grounds

- Outside trash should be picked up, including cigarette butts, and removed from premises
- All walkways and porches should be swept if needed

Sanctuary Building (including the basement and kitchen) and Education Building Cleaning Checklist

Sanctuary

Vacuum if needed

Clean wood floors if needed

All hymnals, pencils and cards returned to proper place

No food or drink allowed

Nothing left on pews or tables that does not belong there

Use of baptistery and choir loft by approval only

Sound system to be used by authorized personnel only

Basement (including classrooms, fellowship hall area, bathrooms and kitchen)

Kitchen

Wipe off all counters, cutting boards and stovetops

Wipe out microwave

Wash all dishes & silverware and return to proper place

No food particles in sinks

No dishes left in sinks and sinks cleaned

Clean coffee pot

Make sure all burners and ovens are turned off

Make sure refrigerator and freezer doors are closed securely

Leave no food in building

Empty trash cans and remove from the premises

Floors should be swept/dust mopped and clean up any spills

Replace (from BBC stock) empty paper towel rolls

Bathrooms

Wipe off all counters and sinks and clean mirrors if needed

Make sure all toilets are flushed

Empty trash cans

Replace (from BBC stock) empty paper towel & toilet paper rolls

Fellowship Hall

Sweep/dust mop floors and clean up any spills

Wipe off all tables and chairs and return to proper place

Remove all decorations

Classrooms

Vacuum if needed

Wipe off tables and chairs

Leave tables and chairs as they were found

Empty trash cans and remove trash from premises

Education Building

Vacuum if needed

Sweep/dust mop floors and clean up any spills

Wipe off tables and chairs

Leave tables and chairs as they were found

Empty trash cans and remove trash from premises

Grounds

Outside trash should be picked up, including cigarette butts, and removed from premises

All walkways and porches should be swept if needed