Church facility maintenance checklist

Church facility maintenance checklist (volunteer-friendly)

Site _____ Asset or area _____ Inspected by _____ Date _____

Item	Pass	Fail	N/A	Notes
Weekly cleaning before services				
Sanctuary vacuumed, pews and chairs wiped				
Restrooms cleaned, soap and paper stocked				
Nursery toys and changing tables sanitized				
Entrances, steps and walkways clear				
Trash emptied and kitchen counters clean				
Weekly building check				
Heat or air conditioning set for the service				
All lights working in sanctuary and halls				
Sound system and microphones working				
No leaks, stains or wet spots on ceilings				
Monthly safety				
Extinguishers in place, charged, tag current				
Exit signs lit, emergency lights pass test				
Exit doors open freely, paths clear				
AED status light green, pads in date				
First aid kit stocked				
Monthly security				
Exterior doors close and lock				
Outdoor lighting working at entrances and lot				
Keys and access list up to date				

Signature: _____

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