

**Great Plains United Methodist Conference
PARSONAGE STANDARD CLEANING CHECKLIST**

Trustee chairperson/designee, S/PPRC chairperson/designee and moving pastor will complete this form during the move out or move in to the parsonage. Make copies for all parties, and then send copy to district office.

Church Name: _____ **Pastor/Resident Name:** _____

Parsonage Address: _____

	___ MOVE OUT ___ MOVE IN	COMMENTS
KITCHEN		
Cabinets/Drawers – empty & wipe down		
Countertops – wipe down		
Sink/Faucet - clean		
Refrigerator/Freezer – empty & clean		
Stove/Oven – clean, incl. drip pans, filters & grates		
Floor – vacuum or mop		
Light fixtures – clean & replace bulbs		
Other – remove all trash		
BATHROOMS		
Toilet – clean bowl and wipe down outside		
Sink/Fixture – clean		
Cabinets/Countertop – empty & wipe down		
Tub/Shower/Fixture – clean		
Mirrors – clean		
Floor – vacuum or mop		
Light Fixtures/Exhaust Fans – clean & replace bulbs		
Other – remove all trash		
LIVING ROOM / DINING ROOM / OTHER AREAS		
Closets – empty and wipe down		
Floors – vacuum or mop		
Light Fixtures /Ceiling Fans – clean & replace bulbs		
Other - remove all trash		
BEDROOMS		
Closets – empty and wipe down		
Floors – vacuum or mop		
Light Fixtures/Ceiling Fans – clean & replace bulbs		
Other - remove all trash		
OTHER		
Storage Areas – remove all personal items, including unwanted ones, discard trash, and clean		
Lawn – mow and remove debris		

Date: _____

Pastor Signature: _____

S/PPRC Signature: _____

Trustee Signature: _____