



How to plan and hold an event safely

Factsheet 3 - Cleaning the church for your event



Our churches vary in how often they are cleaned so they may have gathered a little dust since the last event was held there. In many churches, the presence of bats may mean that you might want to give the church a clean before your event. In which case there are some additional health and safety considerations to think about before you begin. Please review the Bats in Churches [Cleaning Guidelines For Churches With Bats](#) and talk to your Local Community Officer (LCO).

How to clean historic surfaces

CCT churches are full of historic fabric, so we've developed guidance to help you clear up whilst taking account of the historic and special nature of our buildings.

How each area is cleaned depends whether it is a modern surface that can withstand the chemicals in modern cleaning products, or an historic surface which needs more gentle treatment.

In most cases a simple clean of the pews and floors is all that is required. Please speak to your LCO if you are planning on anything more substantial.

Historic surfaces can be fragile please follow the cleaning advice below.

Pews

Dust timber with a lint free cloth or brush. In certain situations, a combination of a brush, vacuum, and cloth will be needed for complex or intricate shapes.

Unless otherwise instructed please only use dry, or very slightly damp cloths to clean.

Floors

For general cleaning of floors, use a soft bristle broom to clean away dust and debris. Clean methodically from one end of the church to the other and take care not to knock walls and column bases with the wooden handle. Use a soft bristle brush to remove dust and debris from any corners or hard to reach places such as under pews and around monuments. Brush up piles of dust and debris with a dustpan and brush. If lots of dust is present, wear a dust mask to prevent inhalation of dust particles.

Modern surfaces

You can clean any modern surfaces using antibacterial disinfectant and cleaning cloths.

Other items

Please do not attempt to clean anything not included in this guidance, for example: books, gilded or painted surfaces (such as stained glass or gilded frames), or textiles. These materials require a conservation expert's advice.

Conservation cleaning

Should you wish to undertake more comprehensive cleaning, please speak to your LCO who will be able to provide guidance. In some cases we may also be able to offer conservation cleaning training.

Cleaning up after your event

Once your event has taken place and your attendees have gone home there's the final job of cleaning up before you can leave the church. Please sweep up crumbs so as not to attract rodents. Please bag up and remove all rubbish generated by your event.

Once you've finished cleaning, please check the church and ensure you take all your belongings and event equipment when you leave the church.

