

CLEAN-UP CHECK LIST

Please,

- If you take down tables or chairs, move furniture, put room back the way you found it.
- Sweep floor: vacuum sweeper on the lower level is in the boiler room; vacuum sweeper on the main floor is in the hallway closet by the choir loft.
- Carry out trash to the dumpster in back of the church.
- If kitchen is used, leave it like you found it also.
- Sweep the kitchen floor; broom and dustpan are in the pantry.
- Mop the kitchen floor if necessary; mop and bucket are in the boiler room.
- Check restrooms for running water, both ladies and men. (Turn off!)
- Check restroom toilets, and flush if needed.
- Turn out all lights that you have been using before leaving.
- If you opened any windows in the room you are using, shut them before leaving.
- If you unlocked the outside door, lock it, and before leaving return key to the Church Office. (If the office is not open when your event concludes, please put key in the hanging wall file to the right of the door as you face it.)
- Return this form to the Church Office, to let us know you have taken care of the space you used. (If the office is not open when your event concludes, please put this form in the hanging wall file to the right of the door as you face it.)

Thank you for your cooperation.

Please report any problems you may have had while using the facilities: such as, clogged toilets or any damage done:

If you have a problem during your event, call _____.