

Building Clean-Up Check Off

Please complete these steps before you leave:

- Clean Bathrooms you used. Dump the trash & put new bags in the container
- Take all trash to the dumpsters and put new bag into the trash containers.
Dumpsters are found just outside the Youth Room exit door leading to the parsonage. (You can see them from the kitchen window.)
- Return all tables and chairs back to where you found them. Wipe down all tables before putting them away.
- Clean entrance stairs that were used by you.
- Wash all pots, pans, utensils, and put them away where you found them (**NOTHING** is to be left in the dish drainer or sink). Clean kitchen sink. Dirty dish cloths place in basket under sink in the kitchen.
- Sweep all rooms that were used by you.
- Clean glass doors in the area you used.
- Walk through the building and turn off all lights.
- Return thermostats to "Run" mode.
- Leave church key on the secretary's desk with this checklist.
- Be sure to lock all exit doors.
- If there is anything missing, broken, or supplies we are out of, please let us know here:

- Vacuum cleaner is located in the storage area located behind the kitchen.
- Cleaning supplies & trash bags (etc.) are located in storage area behind the kitchen.
- Please do not use the church offices or be on the church computers.
- No children should be left unsupervised anywhere in the building (Including the children's area downstairs).