



Post Event Checklist

Please follow the checklist below after event to ensure proper clean-up of facilities. Cleaning supplies are in the custodian closet by the pop machine. The closet can be unlocked with event key. Push in door while turning key to open. Disinfecting supplies can be found under Lounge sink.

- Please leave the used space in the condition it was when you arrived ●

- ☐ **Thermostats** • Adjust back to non-use setting if adjusted for event. Thermostat box keys are in wall cabinet next to the refrigerator.
- ☐ **Audio/Video Equipment** • Turn off if used.
- ☐ **All Gym Equipment Put Away Properly** • Place equipment on shelves
- ☐ **Appliances** • If used, turn off and clean.
- ☐ **All Food Removed From the Fridge and Freezer**
- ☐ **All Dishes Washed** • By hand or in the dishwasher and turned on
- ☐ **Countertops Wiped Down and Disinfected**
- ☐ **Tables Wiped Down and Disinfected**
- ☐ **Linens/Towels** • If used, take home, wash, and return to the church office.
- ☐ **Floors Cleaned** • Sweep and vacuum
- ☐ **Flush All Toilets**
- ☐ **Garbage** • Place in dumpster in the back alley by the police station. Replace garbage bags in cans; bags found under the sink.
- ☐ **Shut All Internal Doors**
- ☐ **Make Sure You Have Grabbed Your Belongings**
- ☐ **Turn Off Lights**
- ☐ **Exterior Doors Locked**
- ☐ **Key Placed in the Drop Box Inside North door**

If you have any questions or concerns during your event, contact office at info@zionclearlake.org or 641-357-5261 and we will respond as soon as able. Thank you and enjoy your event!