

WEST EVANGELICAL FREE CHURCH CLEAN-UP CHECKLIST:

Please Print this List

Before you leave, please check items completed off this list following your event and return this page with keys to the Church Office.

- Put away all items used unless other arrangements are made.
- Return tables, chairs, AV equipment, and other items to rooms *from which you got them*, unless prior arrangements are made.
- All items taken from storage should be returned to their proper location (see map on storage room door).
- Pick up all trash and clean all areas. Trash must be taken to the dumpster. Please replace all trash can liners. If you need a large trash container or a vacuum cleaner to clean up after your event, make arrangements prior to the event so they are available.
- In the kitchen, rinse out all coffeepots, beverage dispensers, etc., and put away. Run the garbage disposal as appropriate. Empty and dry ice chests. Nothing is to be left in sinks, drain boards, or countertops. Put everything away. If anything is damaged or does not work, please list it below.
- In the restrooms, make sure all stools are flushed, but are not left running. In kitchen and restrooms, check that all faucets are turned off.
- Check throughout the entire building that all lights are turned off, including kitchen and restrooms.
- Shut all doors, ensuring that no doors are left open. No exterior doors are to be blocked open.
- Lock all exterior doors. When you leave, check the doors from the outside to make sure they are securely locked. Return keys using the outside drop box by the East office entrance.