

FIRST LUTHERAN CHURCH DEPARTURE CHECK LIST

The following is a check list to help you have a successful conclusion to your activity. We hope you enjoyed using our facilities and hope to partner with you again in the future. Please follow the detailed check list to ensure the church, left in your care, is clean.

Please remember while you are in the building, you are in God's house.

FELLOWSHIP HALL	DONE	COMMENTS
Tables and chairs wiped cleaned		
If you moved tables, returned to original location <ul style="list-style-type: none"> ○ There are marks on the floor for location (▶) ○ Do not drag tables when moving 		
If you moved benches, returned to original location <ul style="list-style-type: none"> ○ There are marks on the floor for location (▶) ○ Unlock wheels when moving 		
Decorations have been removed and stored		
Spills mopped and floor swept <ul style="list-style-type: none"> ○ Brooms and dust pan located in Chair Room 		
Trash bagged and liners replaced <ul style="list-style-type: none"> ○ Trash taken to dumpster (south of building) 		
Plastic table cloths (if used) <ul style="list-style-type: none"> ○ Wipe off and leave on table to air dry ○ Building Manger will return them to storage 		
Exhaust fans turned off		
Doors locked and lights off (see BUILDING)		
KITCHEN AND KITCHENETTE	DONE	
No food down the drains		
Empty refrigerator and freezer compartment <ul style="list-style-type: none"> ○ Clean any spills 		
Clean countertops		
Dispose of food in strainer and wipe clean sinks		
Clean microwave (if used)		
Sweep floor		
Trash bagged and liners replaced <ul style="list-style-type: none"> ○ Trash taken to dumpster (south of building) 		
Recyclables taken to center (south of building)		
RESTROOMS	DONE	COMMENTS
Water turned off		
Toilets flushed		
Building Manager will replenish paper products		
BUILDING	DONE	COMMENTS
Lights off		
Doors locked <ul style="list-style-type: none"> ○ East Entrance ○ Elevator Entrance ○ Loaner key returned to office (use mail slot) 		

Please leave completed checklist on kitchen counter.

Checked by _____ Date/time _____