



SPECIAL EVENT CLEANING CHECKLIST

Thank you for by cleaning up after your event and for preparing the facilities for Sunday worship and other ministries.

Cleaning supplies and paper products are stored in the utility closet and the back of the Elementary/Youth Room. There is a rolling cart with supplies on it that can be used if necessary. ***Please report any damage, needed repairs, or supply shortages to Church Staff ASAP.***

Please use check off this checklist to ensure that you have thoroughly fully cleaned up after your event!

BATHROOMS

- Wipe down the countertops and clean the mirrors.
- If there are not 2 rolls of toilet paper on the back of each toilet please restock the toilet paper.
- If you used the kid's potty, please be sure it is clean.
- If the trash is full, please put it in the dumpster (outside the door in the back of the Elementary/Youth Room) and place a new trash bag in the can.

KITCHEN

- Clean any dishes that were used and place them back in their designated storage area.
- Wipe down the countertop.
- Sweep the floor and mop if there were any spills.

CLASSROOMS/HALLWAY

- **PLEASE NO FOOD IN CLASSROOMS.**
- Clean and wipe down the tables and countertop in any classrooms used.
- Ensure that all toys are put back in their proper places. (See pictures in classrooms.)
- Vacuum/sweep any spaces that you used.

CAFE/LOBBY/SANCTUARY

- If you made coffee, please clean all equipment that was used and return it to its designated storage area.
- Wipe down the coffee bar.
- Sweep the floor in any areas you used and mop if there were any spills.

TRASH CANS

- Take out trash and replace with fresh bags in trashcans as needed. (Spare bags should be in trash can. If not, check the utility closet.)
- The dumpster is found out the back door of the Elementary/Youth Room. Please be sure to lock the door back after taking out the trash.

FINAL LOCK-UP

- Be sure that all thermostats for the HVAC Systems are set to "Auto." (There are 5 thermostats in the building: 2 in the Sanctuary, 2 in the hallway, and 1 in the Elementary Room.) Press "Cancel" to be sure they are not on permanent hold.
- Turn off any sound gear that was used.
- Check all exterior doors are locked (2 in the front and 3 in the rear/back hall).
- Turn off all lights.
- Set the security system by pressing "Away" at the door and exit and lock the door. CHECK DOOR is locked.

Thank you for cleaning up after your event. Please sign and date this form after confirming that all applicable tasks have been completed and place it in the wall-mounted file holder in the utility closet. (It's just inside the door next to light switch!)

Name (printed): _____

Signature: _____

Date: _____