

CLOSING CHECKLIST

At the conclusion of your event please check to insure the building is secure. Please return this completed checklist along with your key.

- All dishes washed and put away**
- Stove, Counters, Sinks cleaned**
- All food and drink items removed. Do not leave anything for church use as it will be discarded.**
- Any towels and washcloths used left on kitchen counter**
- Sweep and or mop any messes or spills**
- All garbage removed and place in outside receptacle. All recyclables in blue container**
- Turn off lights in kitchen, social hall, restrooms**
- Remove decorations and sticky-Tack**
- Clean tables and return to original configuration**
- Restrooms clean, toilets flushed, waste cans empty**
- Exterior door locked**

Return Key and completed and signed checklist to Pastor or member as designated

I certify all tasks are completed:

Signature/date