

## Use of Facilities Check List

*The church is used constantly throughout the week, not only for church purposes but also for outside groups. To keep our buildings and property in good order, we ask that you use this check list every time the facilities are used. Please leave the buildings and grounds as you found them. By law, there can be no smoking on church grounds. Alcohol and illegal drugs are not allowed on church property also.*

### Family Life Center

#### \_\_\_ Trash

Pickup all trash and place in the bin outside. Do not carry bags out; roll the cans out to the bin to prevent leakage. Close the bin's lids. Replace liners in inside trash cans.

#### \_\_\_ Chairs & Tables

Wipe off tables before you put them away.

Replace all tables to where you found them.

Stack chairs in the back of the Family Life Center.

If you use the room on Friday or Saturday, you will need to setup chairs for Sunday's services.

#### \_\_\_ Vacuum carpet

### Kitchen

#### \_\_\_ Dishes

Wash all the dishes, dry them, and put them away where they belong.

#### \_\_\_ Stove

Clean the top of the stove.

#### \_\_\_ Icemaker

Make sure the lid is shut on the icemaker.

#### \_\_\_ Food

Take home or give away any left over food.

Mark condiments with the ministry name if they will be used on an ongoing basis.

#### \_\_\_ General

Clean sinks.

Wipe down counters.

Sweep and mop floors.

Lock pantry door.

#### \_\_\_ Bathrooms

Pick up trash off floors.

Dump trash cans.

Report any non-working toilets to the church office. (Each bathroom has a plunger).

Turn off lights.

#### \_\_\_ Foyer & Hallways

Pickup trash.

Sweep floors.

Put away any extra furniture that you moved into the foyer.

## **Family Life Center Upstairs**

### **\_\_\_Trash**

Pickup all trash and place in the bin outside. Close the bin's lids. Replace liners in inside trash cans.

### **\_\_\_Chairs & Tables**

Replace all tables and chairs to where you found them.

Wipe off the tables that you used.

### **\_\_\_Vacuum carpet**

### **\_\_\_Cabinets**

Wipe off counters and doors of cabinets.

### **\_\_\_Bathrooms**

Pick up trash off floors.

Dump trash cans.

Report any non-working toilets to the church office. (Each bathroom has a plunger).

Turn off lights.

### **\_\_\_Stairwells**

Pickup trash.

Sweep stairs if a lot of dirt was tracked in.

### **\_\_\_General**

Do not remove batteries from clocks.

Lock classroom doors.

## **Chapel & Conference Room**

### **\_\_\_Trash**

Pickup all trash and place in the bin outside. Do not carry bags out; roll the cans out to the bin to prevent leakage. Close the bin's lids. Replace liners in inside trash cans.

### **\_\_\_Chairs & Tables**

Wipe off tables.

Replace all tables & chairs to where you found them.

### **\_\_\_Vacuum carpet**

### **\_\_\_Bathrooms**

Pick up trash off floors.

Dump trash cans.

Report any non-working toilets to the church office.

Turn off lights.

### **\_\_\_General**

Clean coffee pots and turn them off.

Put away water pitchers or anything else taken from the kitchen.

Put away books, videos, paper, hymnals, etc. that you have used.

Remove all food from building.

## **Maintenance and Cleaning Equipment and Supplies**

### **\_\_\_ Equipment & Tools**

Use equipment and tools only as they were intended to be used.

Do not remove equipment or tools from the church's facilities.

### **\_\_\_ Supplies**

Supplies are for church use only.

Some cleaning chemicals are dangerous. Do not use them without permission from the church office.

### **\_\_\_ General**

Report any damages to the church office.

Do not attempt any repairs except in an emergency.

Do not leave maintenance and cleaning closets unlocked or unsupervised.

## **General (Do this every time you use the church's facilities)**

\_\_\_ Pick up trash outside.

\_\_\_ Take home all personal items. (The church is not responsible for anything you leave that ends up missing.)

\_\_\_ Report any damage, nonworking fixtures, or doors that won't lock to the church office.

\_\_\_ Report any missing items to the church office.

\_\_\_ Turn off AC or heater.

\_\_\_ Turn off lights. (Outside lights are automatic.)

\_\_\_ Lock doors.

Check all outside doors to make sure they are locked.

\_\_\_ Set Alarm.

\_\_\_ If you have temporary keys, return them to the church office within 24 hours.

*If you have any questions, please contact the church office.*