

Check List Before Leaving Building

(Check off all items, sign, and return with keys in Secretary's box by the Pastor's office)

Note: A Floor Plan Building Map is attached for your convenience. A room arrangement floorplan/map is also displayed in each of the church rooms.

Check that furniture is returned to its original place

- Tables (wiped down, if needed)
- Chairs & High Chairs (wipe down, if needed)
- Podiums
- Vacuum and sweep if necessary (*Vacuum cleaner is in Custodian's room)
- Nursery Rooms cleaned up and toys put away.
- Bathroom toilets flushed & paper picked up off floor

Check to make sure all lights are turned off.

- Classrooms and Hallways
- Fellowship Hall
- Library
- Kitchen
- Sanctuary
- Foyer

Check that all Exterior doors are closed and locked.

- All 9 doors to outside are locked (See numbered locations on attached church floorplan).
- Door to outside in kitchen is locked with dead bolt

Please note: If something is not cleaned up satisfactorily, we may retain part or all of your damage deposit!

Print Name

Signature of Responsible Party