

CHECKLIST FOR CLEANUP:

Building ***Guest* Please initial under the appropriate
Manager: *User:* line as each item is completed.
(Guest user equals group using the building)

- | | | |
|-------|-------|--|
| _____ | _____ | Everything must be left in order and all perishable items removed. |
| _____ | _____ | Clean all items and return to their storage place. |
| _____ | _____ | Take out garbage, recycle cardboard |
| _____ | _____ | Sweep or vacuum floor |
| _____ | _____ | Mop any spilled foods or drinks immediately |
| _____ | _____ | Do not remove wall hangings or permanent decorations. |
| _____ | _____ | Replace all furniture to its original location. (chairs to be stacked 8 high maximum) See Diagram. |
| _____ | _____ | Do not let anyone sit on tables or stand on tables or chairs. |
| _____ | _____ | Do not drag any furniture; lift and carry instead. |
| _____ | _____ | Turn off lights, fans, stove, coffee pots, etc. |
| _____ | _____ | Extinguish any candles used. |
| _____ | _____ | Church-owned items are not to be taken from the building. |
| _____ | _____ | Place soiled linens in receptacle marked for that purpose. |
| _____ | _____ | Check and clean bathrooms |
| _____ | _____ | Check doors making sure they are locked. |

_____ _____ Check thermostat, heat should be set at 60 degrees.

_____ _____ Note any damages: _____

Signature of Applicant: _____

Date: _____

Signature of Building
Representative: _____

Date: _____

Emanuel emergency telephone numbers: Bill Kuehl Property &
Grounds Committee Chair: 503-992-1570 home
503-830-4883 cell