

CLEANING CHECKLIST

Bring this sheet with you to the EVENT!!!!

This form is used for all groups or individuals who have been approved by council to use the church without the use of the Church Custodian. This list is a guide to what will be cleaned by the group or individual in lieu of being charged a cleaning fee.

Fire Exits CANNOT be blocked at any time during event.

DO NOT leave stovetop, ovens or roasters unattended while in use.

In General: Return Each Room As You Found It

IF YOU BORROWED SOMETHING FROM ANOTHER ROOM, PLEASE RETURN IT
MUCH TIME IS SPENT LOOKING FOR ITEMS WHICH WERE MISPLACED OR NOT PUT BACK.

To be checked off as each area is completed on the day of event.

- Vacuum sanctuary, including aisles, stage, and between pews if used.
- Straighten; return everything in each room used as you found it.
- Clean windows in foyer.
- Vacuum hallways, vestibule, fellowship hall and nursery.
- Wipe kitchen counters.
- Sweep kitchen floor, and sponge mop any spills, UNTIL NO LONGER STICKY
- Empty all garbage, including all bathrooms and nursery and put in dumpster.
- Clean windows in back foyer.
- Clean and straighten nursery.
- Clean all bathrooms, including counters and mirrors.
- Clean any classrooms as needed.
- Just before leaving, please make sure all toilets have been flushed.**
- {There are five bathrooms. (2 handicap, 2 main, 1 connected to the nursery)}

No RED colored drink in powder or liquid can be served. This includes punches, koolaid, pop, etc. these colors can stain the carpet and will not come out.

Please carefully check the building, not only those areas you planned on using, but all areas. Please take responsibility to clean up all areas accessed, knowingly or unknowingly. (i.e. muddy boots, or unattended children entered a room with food)

I take responsibility for clean up of building. I oversaw the completion of each area above which was used (or accessed by children unknowingly).

Signature

Date Of Cleaning