

## Chapel in the Pines Presbyterian Church Fellowship Hall Usage Checklist

**Responsible Person** \_\_\_\_\_ (person who checks Fellowship Hall at the end of the event to make sure all the following tasks are complete)

- Remove all trash from the build and discard appropriately. Replace each removed trash bag with a new clean trash bag in the trash receptacle. Note: There are no trash bins on site. All trash must be disposed of offsite. \_\_\_\_\_
- Make sure coffee grounds are removed from all coffee pots and discarded. All Coffee pots, ovens and stove top are clean and turned off. \_\_\_\_\_
- All dishes and silverware washed and place back in appropriate cabinet. \_\_\_\_\_
- Restore tables and chairs to the as found condition. Any tables or chairs returned to storage are to be properly stored in the storage closet. Instruction are posted on each door. Floor space in front of the janitor supplies and fire alarm panel must be kept clear. \_\_\_\_\_
- All food must be consumed, removed or discarded properly (open food packages left will attract ants and other insects). \_\_\_\_\_
- Clean sink strainers and discard food particles appropriately. \_\_\_\_\_
- Wipe down all kitchen surfaces as needed. \_\_\_\_\_
- Make sure all lights are off. \_\_\_\_\_
- Lock all doors (remember to have door panic bar in the locked position). \_\_\_\_\_
- Set Fellowship alarm on the way out. \_\_\_\_\_
- Return completed Check Sheet and key to proper personnel. \_\_\_\_\_