

Building Usage Checklist

Responsible Person _____ (person who checks Fellowship Hall/main building at the end of the event to make sure all the following tasks are complete)

- Remove all trash from the building and discard appropriately. Replace each removed trash bag with a 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 as found condition. Any tables or chairs returned to storage are to be properly placed 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. _____
- Clean sink strainers and discard food particles appropriately. _____
- Wipe down all kitchen surfaces as needed. _____
- Check all bathrooms, flush toilets, wipe up sinks, empty trash. _____
- Sweep or vacuum if needed _____
- Make sure all lights are off. _____
- Lock all doors (remember to have door panic bar in the locked position). _____
- Set appropriate alarms on the way out. _____
- Return completed Checklist and key to the Office Manager. _____