

Clean-up Guideline/Inspection Checklist

Event Date: _____

Event Name: _____

Rooms used: _____

Cleaning deposit: Minimum \$50.00

In an effort to encourage good stewardship of our Church's resources and to prevent damage to Church property, please complete the following tasks at the close of your event. All tasks must be completed before cleaning deposit is returned. We appreciate your cooperation.

ALL SPILLS ON THE CARPET MUST BE REPORTED IMMEDIATELY!!!

__ Turn off all appliances.

__ All leftover food must be removed.

__ No kitchen items or any other equipment may be taken off the premises.

__ Utensils, dishes, serving dishes, and cookware must be washed and sanitized.

__ Kitchen equipment must be wiped and cleaned.

__ Wipe and sanitize all countertops and sinks.

__ Sweep and mop kitchen floor, entrance way, and floor in front of kitchen counter.

__ All decorations that have been put up for your event must be removed and discarded or taken away.

Please do not pin anything to the walls or ceiling, use tape only

__ Tables and chairs must be returned to original position.

__ Wipe and clean tables.

__ Vacuum carpet.

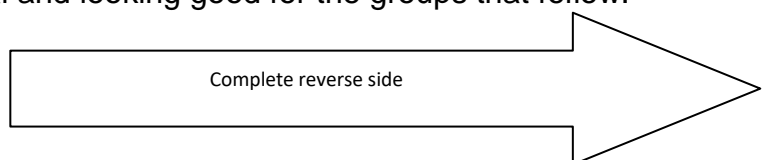
__ Check restrooms. Be sure all faucets are turned off and toilets are flushed.

__ Pick up and remove all trash. There is a dumpster in the parking lot.

__ Turn off all lights as you leave.

__ Be sure all doors and windows are securely closed.

Thank you for helping to keep our facility functional and looking good for the groups that follow.



Comments/Suggestions:

Please complete the following questions (continue on back if necessary):

1. Do any supplies need to be restocked? Which items?

- _____
- _____

2. Was anything broken that need to be replaced? If so, what?

- _____
- _____

3. Was any equipment not in working order? Is so, what?

- _____
- _____

Signature: _____

Print Name: _____

Date: _____

Inspected by: _____

Print Name: _____

Date: _____