

FACILITY CHECKLIST - Recurring Room Usage

Please keep this copy of the checklist and refer to it after every meeting to ensure the church is clean and ready for the next person/group to use.

Thank you!

- ☐ **Floors:** swept and any spills cleaned up
- ☐ **Carpets:** vacuumed and obvious spills cleaned
- ☐ **Kitchen:**
 - counters and sinks wiped down
 - wash, dry and put away any dishes, pots, serving utensils, etc.
 - table cloths, dish towels, and drying towels must be cleaned and returned to the church
- ☐ **Lobby, corridors and entrances:** swept, spills cleaned up, all corridor items returned to their place of origin
- ☐ **Nursery:** all toys neatly put away, floors cleaned, and counters wiped down
- ☐ **Bathrooms:** toilets flushed, floor dry, and waste paper in receptacles
- ☐ **Garbage:** must be put in plastic bags and removed from the premises, a carry-in carry-out system
- ☐ **Kitchen supplies:** replace any items that were used, ex: cups, paper towels, coffee
- ☐ **Other supplies:** we prefer you to bring in your own supplies, but if you must borrow paper, dry erase materials, craft or office supplies, replace what you use
- ☐ **Tables and Chairs:** returned to the storage closet of origin
- ☐ **Heat:** follow instructions next to the thermostats, and return to original setting afterwards
- ☐ **Security:** All doors and windows closed and locked
- ☐ **Storage:** Storage space is not provided without consent from the church. If you are in need of storage please contact Carol Hulick at CCNBfunctions@gmail.com to arrange a meeting with a member of the Trustees.