

UU CHURCH OF THE TREASURE COAST CLEAN-UP CHECKLIST

(This form must be completed and put in the Church secretary's inbox)

NAME (Please print) _____

DATE _____ ORGANIZATION _____

EVENT _____

- Wipe off all tables used
- Make sure all chairs, tables and other furniture are returned to original location
(Note: Do not move the chairs in the sanctuary or comfort rooms)
- Pour liquids into sinks, not the trash
- Vacuum all carpeted areas where food was served or taken, or if there is anything on the carpet as a result of a project or activity
- Sweep and mop all hard floor areas where food was served or taken, or if there is anything on the floor as a result of a project or activity
- Run the dishwasher and put away any dishes used
- Wipe kitchen counters if used.
- Empty the trash into the big dumpster at the back of the parking lot which is the only one with pick up service. Please empty the restroom trash too. Trash bags are located in the Kitchen Pantry or the Janitor's Closet.
- Check ALL bathrooms to be sure all lights are off and water is off.
- Replenish toilet paper & paper towels in restrooms if necessary. Additional supplies are in the Janitor Closet
- Check here if you spilled any liquids which you weren't able to completely clean up
Where? _____
What? _____
- Check here if any damage to the building or equipment occurred
Where? _____ What? _____
- Turn off all interior lights
- Close Fire Doors
- CHECK TO BE SURE THAT ANY CANDLES USED ARE EXTINGUISHED!**
- Check to make sure the Thermostats are set to 68 Degrees
- Lock all exterior doors

SIGNATURE _____

