

Name: _____

Event Date: _____

Fellowship Center Use Checklist

(Please complete & leave on kitchen counter by telephone at the end of your event.)

Room	Building Closing	Completed
Men's Restroom	Check each toilet-flush Empty trash can liner Turn off lights	
Women's Restroom	Check each toilet-flush Empty trash can liner Turn off lights	
Baby Room	Check toilet- flush Empty trash can in bathroom and under sink Turn off sound machines Turn off lights	
Toy Room	Pick up toys and put them away in closet Turn off lights	
Hallway	Vacuum as needed Turn off lights	
Main Room	Wipe down tables Put away tables and chairs Wipe down highchairs and put away Put away song books, if used Vacuum entire used area Close window shades Turn off fireplace if used Turn off lights	
Foyer	Pick up misc. items/hangers Vacuum as needed, including rugs by main doors Turn off lights	
Kitchen	Turn off all stoves, roasters, fans, warmers, etc. Wipe down ALL counters and sinks Sweep the floor Check fridge and freezer for your remaining items Take home used washcloths and towels, clean and return Turn off the lights	
Doors	Lock kitchen door Lock main doors	
Basement	Check toilet-flush Pick up as needed Turn off lights	