

Departure Checklist

Before leaving St. Paul the Apostle's Fr. Shori Hall, hereafter referred to as "the Hall," I can personally attest to the fact that each of the following were checked, completed, and secured, prior to my departure:

1. ____ All tables and chairs were returned to their original arrangement.
2. ____ All tables and chairs were wiped. If tape was used, all tape was removed from tables.
3. ____ The carpet in the Hall and the entryway area rugs were vacuumed. The vacuum sweeper is located in the left closet at the rear of the Hall.
4. ____ The kitchen and Hall ceramic and laminate floors have been swept and wet mopped. Cleaning supplies, broom, dustpan, and mop bucket are located in the kitchen hallway cleaning closet. The vacuum sweeper is located in the left closet at the rear of the Hall.
5. ____ Both men's & women's restrooms have been checked & neatened (no trash on floors, stalls checked, and sink tops wiped off.)
6. ____ All faucets in the kitchen and restrooms were tightly shut.
7. ____ Trash has been taken to the blue dumpster in the enclosure in the parking lot. This includes trash and paper towels from all **the restroom areas, kitchen, and Hall**. Replacement trash bags can be found in the kitchen hallway cleaning closet.
8. ____ All four doors in the church's gathering space were locked.
9. ____ All lights in the restrooms, gathering space, hall, kitchen and entryways were off.
10. ____ All windows were closed and locked.
11. ____ The rear kitchen service door was closed and locked.
12. ____ All stove surfaces were "off."
13. ____ All ovens were turned "off."
14. ____ The dishwasher was turned "off."
15. ____ All refrigerator and freezer doors were closed tightly.
16. ____ A note of broken or damaged equipment has been sent to the church office.
17. ____ Outside smoking areas are clean.
18. ____ All personal and catering items and food leftovers have been taken home.
19. ____ The ramp door was closed and locked. (This door must be locked and unlocked from the inside using the allen wrench hanging on a chain to the left of the door.)
20. ____ Return the keys and this checklist to the parish office the week following the rental.

Signature: _____ Departure Time: _____