

CLOSE-UP CHECK LIST

Purpose: This practice provides leaders, who chose to bear the cost of cleanup and security of the areas they used, detailed expectations in accomplishing the goal: “We will leave the church the same or better than when we came for the next User.”

Food and drink consumption is restricted to FH or the parking lot.

Placement of tables within FH is at User discretion and are to be returned to their original position.

Table surface use should be on User provided coverings where the surface may be altered via dirt or paint or pens, etc.

Check tables, restroom and FH, Kitchen if used, and Narthex floors, toilets, sink, walls, and floor for uncleanliness and leaks. Remove shoe marks from floors. Clean the floors of dry debris with a dry mop and dust pan, or of wet debris such as liquids or cake or cheese or meat etc., with the use of the wet mop and wringer bucket. Having food may require wet mop use.

Move the FH trash bag to the green can in the Kitchen and move that that bag into the outside trash cans when full. Replace the bags with a bag that are stored under the Kitchen table. Laxton empties the outside trash cans early Wednesday morning. Crush or breakdown clean recyclables for the container in FH.

Dry mops and dust pans are stored in the Kitchen behind the FH door. The Wet mop and bucket and vacuum cleaner are stored in the Housekeeping closet located in the hallway beyond the double doors on the left. It's sink may be used for cleaning tools or the wet mop, etc. Please rinse the mop using hot water and squeeze excess water.

Some paper products are stored in room #2 in the white cabinet.

Turn off lights **in** FH, Hallway and Narthex. Restrooms have automatic switches. Lock the rear door, and Narthex if unlocked.

Report problems. Steve Ream-610.872.3809 / 267-322-0991.

6/28/2022