

**Gates Presbyterian Church  
Building Use - Checklist**

**Checklist for Building Users before leaving the Building**

If you have reserved this space for this date only, please complete, sign and leave on a shelf in the room you have used.

\_\_\_\_\_ Leave rooms clean and orderly

- All equipment returned to its place
- All furniture arranged as found or returned to proper carriers
- All decorations, tape, etc. removed
- All windows closed securely
- Recyclable materials (cans & bottles) placed in blue box in the kitchen

\_\_\_\_\_ If kitchen privileges were approved

- All utensils cleaned and returned to their place
- All surfaces, stove top, and appliances wiped clean
- All sinks clean
- Left-over food and beverages removed
- Oven and stove turned off
- Turn off the fan over the stove
- Use garbage bags provided; tie the bags and put them just outside the door near the kitchen
- All faucets turned off

\_\_\_\_\_ All lights are turned off, including those in restrooms

\_\_\_\_\_ All doors are locked before leaving

We appreciate your efforts in helping to keep our building energy efficient and safe! Thank you.

\_\_\_\_\_  
Signature of person completing checklist

\_\_\_\_\_  
Phone # of person completing checklist