

ATTACHMENT A – DETAILED CHECKLIST FOR GATES PRESBYTERIAN BUILDING USE

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
- Vacuum and/or sweep floors

_____ 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 outside in the garbage bin area by the back (South) door
- 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