

## Ministry Clean-Up Check List

At the end of an event/use of the building, please go over this list to ensure that the building is ready for the next group to use:

**Trash:** Take out the trash to the Left Dumpster at the end of the Preschool Parking Lot

- Is trash can over half full? Take out the trash
- Is there food in the trash? Take out the trash

**Room:** Return the room to the state that you found it

- Ensure furniture is placed as you found it
- If food or crafts were involved, wipe down surfaces (i.e., tables and chairs) that were used
- Vacuum and pick up trash as needed

**Kitchen:**

- Any kitchen items used must be washed, dried, and put away
- Any paper goods that were taken out during your event should be put away **IN** their cabinet
- Coffee pot is turned off and coffee grounds have been thrown away
- No food should be left out on the Counters unless labeled "Fair Game" and available to anyone to eat. Please try to find someone to take home any leftovers
- Any food brought ahead of an event should be labeled with the event or ministry name. It should be dropped off no earlier than two days before the event

**Close-Up:** If you are the last person/group out of the building

- Ensure all exterior doors are locked
- Lights are off in the Worship Center and Welcome Center

-Do you need maintenance staff scheduling Maintenance staff to assist in Clean-up? If so, please reach out to Jenny at least a week before the event

**Places to find items for Clean-Up:**

- Vacuum: closet between Worship Center and Serving Station
- Trash Bags, Disinfectant wipes and spray, paper towels, toilet paper: Maintenance Closet between the Mailroom and Conference Room 1. Items will be on the Shelves located on the Left towards the back of the Closet

- Lost and Found: in the Kitchen – back, right cabinet that is labeled Lost and Found
- Exterior door key: on a Command Hook to the left of the exterior, vestibule doors