

Name: _____

Event-Date: _____

FELLOWSHIP CENTER USE CHECKLIST

(Please complete & leave on kitchen counter by telephone at the end of your event.)

System/Room	Building Opening	Building Closing
General	Unlock the door	Lock all doors
		Leave one oblong table set up on main room
Heating System	Set all thermostats to 68 F	Set all thermostats to 60 F Set fan to auto, if needed.
Air Conditioning System	Set all thermostats to 72 F	Set all thermostats to 80 F Set fan to auto, if needed.
Men's Main Restroom	Turn on lights/fan	Check each toilet – flush
	Release door stops to close doors	Clean sinks/mirrors
		Empty trash & replace plastic liner
		Prop door open with door stop
Women's Main Restroom	Turn on lights/fan	Check each toilet – flush
	Release door stops to close doors	Empty sanitary napkin holders in stall
		Empty trash & replace plastic liner
		Prop door open with door stop
Baby Room Restroom	Turn on lights/fan	Check each toilet – flush
		Clean sink & mirror
		Empty trash & replace plastic liner
		Prop door open with door stop
Baby Room	Turn on lights	Check each toilet – flush
	Release door stops to close doors	Clean sink & mirror
		Empty trash & replace plastic liner
		Empty diaper bucket & replace liner
Hallway	Turn on lights	Prop door open with door stop
		Turn off lights
		Vacuum entire used area
		Put vacuum away
Main Room & Foyer	Turn on lights	Empty trash & replace plastic liner
	Set up chairs/tables	Empty diaper bucket & replace liner
	Distribute song books	Prop door open with door stop
	Turn on fireplace (in season) via light switch on near wall	Turn off lights
Kitchen	Turn on lights	Vacuum entire used area
	Turn on stoves/roasters	Check furniture (under cushions)
	Turn on exhaust fans	Close window shades
		Turn off fireplace, if used
	Turn off lights	Turn off all stoves/roasters/fans etc.
		Clean & replace cooking utensils
		Wipe down counters/sinks
		Sweep/Mop floor
		Turn off lights

Signed: _____ Date: _____