

Event Name: _____

DBC Building Cleaning Checklist

Old Building

Kitchen:

- Clean, dry and put away any utensils/dishes/pitchers used in marked areas
- Hang towels to dry or take home to wash (return them within the week)
- Clean counters and stovetop
- Sweep floor (mop if needed)
- Take out trash and replace liners
- Take any leftovers with you
- Turn off lights

Classrooms:

- Wipe off tables
- Put room back the way you found it – or better 😊
- Pick up trash from floor – or vacuum – whatever is needed
- Check classroom bathrooms
- Take out trash and replace liners
- Close and lock windows
- Turn off lights

Old Auditorium

- Stack chairs
- Return tables to back room – stack according to diagram
- Take any personal belongings
- Turn off all PA
- Turn off fan
- Raise/lower thermostat to posted setting
- Turn off lights

Bathrooms – ladies, men’s and handicapped

- Check that no toilets or water is running
- Pick up any and all trash
- Clean up any messes
- Wipe off counters
- Turn off lights

All Buildings

- Please notify the church office of anything that has spilled, broken or supplies that have been used up, so prompt attention can be paid to these matters.
- Lock doors and check to be sure the building is secure.

Facility Manger Sign-off: _____ (cleaning/checklist complete)

Please return this form to DBC office

Event Name: _____

New Building

Kitchen:

- Clean, dry and put away any utensils/dishes/pitchers used in marked areas
- Hang towels to dry or take home to wash (return them within the week)
- Clean counters and stovetop
- Sweep floor (mop if needed)
- Take out trash and replace liners
- Take any leftovers with you
- Turn off lights

Classrooms:

- Wipe off tables
- Put room back the way you found it – or better☺
- Pick up trash from floor – or vacuum – whatever is needed
- Check classroom bathrooms – clean and straighten
- Take out trash and replace liners
- Close and lock windows
- Turn off lights

Bathrooms – ladies, men’s and nurseries

- Check that no toilets or water is running
- Pick up any and all trash
- Clean up any messes
- Wipe off counters
- Turn off lights

New Auditorium

- Stack chairs, Return to storage rooms
- Return tables to storage rooms
- Take any personal belongings
- Sweep floor with large dust mop
- Use Shop-vac to pick up piles of dirt
- Turn off all PA
- Turn off lights
- Lock doors and check to be sure the building is secure.

Foyer

- Put any furniture back where you found it
(Please try not to move leather sofas and chairs)
- Clean up any messes
- Vacuum if necessary
- Turn off lights
- Lock doors and check to be sure the building is secure.

All Buildings

- Please notify the church office of anything that has spilled, broken or supplies that have been used up, so prompt attention can be paid to these matters.
- Lock doors and check to be sure the building is secure.

Facility Manger Sign-off: _____ (cleaning/checklist complete)

Please return this form to DBC office

Event Name: _____

Garage

Upper & Lower Garage

- Wipe off tables
- Put room back the way you found it – or better☺
- Pick up trash from floor – or vacuum – whatever is needed
- Check bathrooms – clean and straighten
- Take out trash and replace liners
- Close and lock windows
- Raise/lower thermostat to previous setting
- Turn off lights
- Lock doors and check to be sure the building is secure.

All Buildings

- Please notify the church office of anything that has spilled, broken or supplies that have been used up, so prompt attention can be paid to these matters.
- Lock doors and check to be sure the building is secure.

11/2/17

Facility Manger Sign-off: _____ (cleaning/checklist complete)
Please return this form to DBC office