



Cleaning Checklist for Facility Rental

(Revised October 5, 2016)

Sanctuary

- **Straighten chairs**
- **Make sure all Bibles and hymnals are under chairs and not on floor**
- **Vacuum carpet where needed (vacuum cleaner stored in janitor's closet in hallway by nurseries)**
- **Place black register pads on the end of each aisle**

Foyer

- **Straighten up books and handouts on book table, foyer table and tall table under TV monitor where needed**
- **Vacuum carpet where needed**

Bathrooms

- **Restock toilet paper and paper towels as needed (extras found on shelf in bathrooms and in janitor's closet in hallway by nurseries)**
- **Empty trash and replace with new bag (found in bottom of can)**
- **Wipe down counters**
- **Make sure lights are turned off and everything looks ok (i.e. toilets aren't running, water faucets off)**

Classrooms

- **Straighten chairs**
- **Vacuum carpet where needed**
- **Wipe down tables**
- **Empty trash and replace with new bag (found in bottom of can)**
- **Clean whiteboard if needed**

Kitchen

- **Wipe down counters**
- **Take out trash and replace with new bag (found in cupboard under counter to the left of the large sink)**

**** Make sure all exterior doors are locked and all lights are off except for the 3 security lights over the TV monitor in foyer.**