

Event Name: _____ Date: _____

DBC Building Cleaning Checklist

Small 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 the 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

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 Manager Sign-off: _____ (cleaning/checklist complete)

Please return this form to DBC office

Event Name: _____ Date: _____

Main 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 the 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

MPR

- ☐ 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.

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Garage

Upper & Lower Garage

- ☐ Wipe off the tables
- ☐ If you had food – wipe off the tables
- ☐ If there are crumbs on the floor – vacuum
- ☐ If you used the microwave – wipe it out
- ☐ Put the 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 – front and back doors

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.

7/8/19

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

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