

Fellowship Hall Clean-up Checklist

***Please write in your initials in the provided space below after completion of each task.**

Initials

- _____ ○ Vacuum floors, carpeted areas and non-carpeted areas (kitchen)
- _____ ○ Clean and wipe all tabletops
- _____ ○ Arrange table and chairs to previous layout
- _____ ○ Extra tables and chairs must be returned to the storage closet
- _____ ○ All trash must be disposed of at the dumpster
- _____ ○ Replace trash cans with new trash bags
(trash bags can be found on the shelf of the storage room in the fellowship hall)
- _____ ○ Kitchen countertops must be cleaned and dried
- _____ ○ All usage of kitchen ware must be hand washed , hand dried, and returned to its proper place
- _____ ○ Stove top must be cleaned
- _____ ○ Kitchen floors must be mopped
- _____ ○ All leftover supplies (food, utensils, plates, cups) must be removed or disposed of
- _____ ○ All restrooms must be in proper order (no poop left on floor)
- _____ ○ All restrooms (3 total) trash can must be disposed and replaced with new trash bags)
- _____ ○ All restroom sink areas must be dried
- _____ ○ All restroom floors must be mopped
- _____ ○ Fellowship must be properly de-odorized when leaving (Lysol, Glade, etc.)
- _____ ○ All lights must be turned off
- _____ ○ 2 doors should be locked
Fellowship Hall Door (next to thermostat)
Main door to building

In case of any emergency, please contact Michael Lee at 512-565-4489.

Thank you for your cooperation.