

# Closing Facility Check List

Please check all areas used before leaving the building

Group in charge: \_\_\_\_\_

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Use of the following areas: \_\_\_\_\_

In order to maintain safety and cleanliness, the following must be signed off before leaving church.  
Return to the office via wall mailbox. Thank you!

## EVERYONE MUST:

### Both back doors in hallways

\_\_\_ closed and locked

### Front door

\_\_\_ closed and locked

### Kitchen \*do not turn off pilot light on stove

\_\_\_ oven and stove off    \_\_\_ ice machine door closed

\_\_\_ fridge/freezer closed    \_\_\_ fan off

\_\_\_ trash out

\_\_\_ lights off

\_\_\_ tables and counters sanitized

### Sanctuary

\_\_\_ lights off

\_\_\_ chairs set back

\_\_\_ front door of sanctuary locked

\_\_\_ side door to Fellowship Hall locked

\_\_\_ side door to outside locked

\_\_\_ A/C off

### Fellowship Hall

\_\_\_ windows closed & locked

\_\_\_ (2) outside doors locked

\_\_\_ door to hallway locked

\_\_\_ glass door closed

\_\_\_ trash out

\_\_\_ A/C off

\_\_\_ A/V off

\_\_\_ lights off

\_\_\_ floor free from debris

### Restrooms (W/M)

\_\_\_ women's lights off    \_\_\_ sinks/toilets  
cleaned

\_\_\_ men's lights off    \_\_\_ sinks/toilets  
cleaned

### Hallways (4)

\_\_\_ lights off

### Back doors in hallways (x2)

\_\_\_ closed and locked

### Front door

\_\_\_ closed and locked

### Activity Room

\_\_\_ tables and chairs returned

\_\_\_ tables & chairs sanitized

\_\_\_ trash out

\_\_\_ floor free from debris

\_\_\_ A/C off

\_\_\_ A/V off

\_\_\_ (2) doors locked

\_\_\_ (1) sliding door to patio locked

\_\_\_ lights off

### Back gate

\_\_\_ closed

\_\_\_ All tables & chairs sanitized

**Rooms 15-23 (all rooms)**

\_\_\_ A/V off

\_\_\_ A/C off

\_\_\_ trash out

\_\_\_ lights off

\_\_\_ doors locked

**Office**

\_\_\_ lights off

\_\_\_ front door of office locked

\_\_\_ back door of office locked

**Patio**

\_\_\_ lights off

\_\_\_ back doors locked (2)

**Notes: Any issues the administrator needs to be made aware of**

---

---

---

---