

Plank Chapel Lockup Checklist

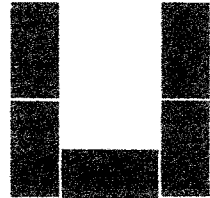
The Facility Use Policy asks that as you exit that the building it be cleaned and any rearranged rooms returned to how you found them.

Bathrooms: Empty trash cans, ensure all toilets flushed, all lights out

Other Rooms: Please walk through all rooms to ensure they are clean and no food or drink left behind (walk through rooms not used as well)

Kitchen: All burners at off, oven at off, gas turned off and fan off. Counters clean, all dishes used are washed, dried and put away. Do not leave food, drink, or condiments in the refrigerator. Floor should be swept and if necessary mopped.

Fellowship Hall: Swept, mopped (if necessary). Return the room to the "U" configuration with 5 tables and 29 chairs.



Trash: Check all trash cans and empty them. Take trash with you.

Lights: Turn all lights out when exiting the building. The outside kitchen light and the storage room light are often missed.

Doors: The church and fellowship hall have many doors. One new one is the emergency exit door in the children's church room. As you leave, check all doors to be sure they are locked.

1. Sanctuary
 - a. Front door, handicapped door, storage room exit door
2. Breezeway - 2 exterior doors
3. Fellowship Hall
 - a. Exit door to the breezeway
 - b. Children's Church emergency exit (make sure closed)
 - c. Kitchen Outside Door
 - d. Fellowship Hall Front Door

Check each lock with a push and tug to insure the striker is properly engaged.