

# Building User Checklist

User Group Name \_\_\_\_\_ Date \_\_\_\_\_ Time In \_\_\_\_\_

This checklist must be completed and turned into church office before security deposit for keys can be refunded.

Were church areas/rooms in good condition when you arrived? **Yes** **No**

If no, what was wrong?

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## Checklist (To Be Completed Before Leaving Church)

<p>Langley Hall</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Chairs/Tables put away</li> <li><input type="checkbox"/> Sweeping done</li> <li><input type="checkbox"/> Garbage bagged and put in dumpster</li> <li><input type="checkbox"/> Checked condition of all bathrooms used</li> <li><input type="checkbox"/> Heat/Air turned off</li> <li><input type="checkbox"/> Lights off</li> <li><input type="checkbox"/> Lock all doors</li> </ul>	<p>Kitchen</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Dishes washed, dried &amp; put away</li> <li><input type="checkbox"/> Coffee pots emptied &amp; cleaned</li> <li><input type="checkbox"/> Sweeping done</li> <li><input type="checkbox"/> Garbage bagged and put in dumpster</li> <li><input type="checkbox"/> Heat/Air off</li> <li><input type="checkbox"/> Lights off</li> <li><input type="checkbox"/> Lock all doors</li> </ul>	<p>Room 205</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaned room of all items used for meeting</li> <li><input type="checkbox"/> Checked condition of all bathrooms used</li> <li><input type="checkbox"/> Garbage bagged and put in dumpster</li> <li><input type="checkbox"/> Heat/Air off</li> <li><input type="checkbox"/> Lights off</li> <li><input type="checkbox"/> Lock all doors</li> </ul>
<p>Sanctuary</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaned room of all items used for meeting</li> <li><input type="checkbox"/> Checked condition of all bathrooms used</li> <li><input type="checkbox"/> Garbage bagged and put in dumpster</li> <li><input type="checkbox"/> Heat/Air off</li> <li><input type="checkbox"/> Lights off</li> <li><input type="checkbox"/> Lock all doors</li> </ul>	<p>Small Rooms</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cleaned room of all items used for meeting</li> <li><input type="checkbox"/> Checked condition of all bathrooms used</li> <li><input type="checkbox"/> Garbage bagged and put in dumpster</li> <li><input type="checkbox"/> Heat/Air off</li> <li><input type="checkbox"/> Lights off</li> <li><input type="checkbox"/> Lock all doors</li> </ul>	<p>Parking Lot</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Make sure no debris is left in parking lot</li> <li><input type="checkbox"/> Notify church office of any vehicles that will be left in parking lot longer than anticipated</li> </ul>

Any problems noted/maintenance items needed?

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Signed \_\_\_\_\_ Date \_\_\_\_\_ Time Out \_\_\_\_\_

Print Name \_\_\_\_\_

Phone numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_