

Clean-Up Checklist for Facility Use

General

- ✓ All lights are off
- ✓ Doors are locked
- ✓ All furniture put back to original locations
- ✓ All decorations / items / furniture, etc. brought in are removed
- ✓ All rooms are as clean as you found them, and your trash is taken to the dumpster out back.
- ✓ Sweep or dry mop as needed.

Kitchen/Restrooms

- ✓ All dishes, silverware, pots and pans, and coffee items have been cleaned and dried and returned to their proper location. (Cleaning and dishwashing supplies are located in the kitchen.)
- ✓ Countertops wiped down.
- ✓ Garbage has been taken out.
- ✓ Oven and stove burners have been turned off.
- ✓ Commodes are flushed in the bathrooms.

Classrooms/Nursery/Fellowship Hall

- ✓ Diapers are placed in sealed trash bags. Trash bags are disposed of in the dumpster located in the parking lot. [Please do not dispose of trash in Clothes Closet bin!]
- ✓ The floors are clean.
- ✓ Tables are clean of food/debris

**Newington Baptist is not responsible for lost or stolen items since many groups use our facility.