



Clean-Up Checklist

1. Foyer

- a. Return all furniture to original positions.
- b. Replace anything moved (material, décor, etc.).
- c. Vacuum / Sweep – if any of your décor or materials used (confetti, flowers, hay, etc.) make a mess on the floor, please sweep/vacuum, to make final clean-up easier on church cleaning crew. Additional fees will be charged if this type of mess is not cleaned up.

2. Sanctuary

- a. Vacuum – if any of your décor or materials used (confetti, flowers, hay, etc.) make a mess on the floor, please sweep/vacuum, to make final clean-up easier on church cleaning crew. Additional fees will be charged if this type of mess is not cleaned up.
- b. Please remove any decorations used for your event.

3. Fellowship Hall

- a. Put all tables/chairs back to their original positions.
- b. Sweep/vacuum if necessary– if any of your décor or materials used (confetti, flowers, hay, etc.) make a mess on the floor, please sweep/vacuum, to make final clean-up easier on church cleaning crew. Additional fees will be charged if this type of mess is not cleaned up.
- c. If you use the church's table linens, please remove from tables and leave them in a pile on the kitchen floor to be laundered.

4. Kitchen

- a. Sweep if necessary.
- b. Clean all dishes used.
- c. Put away all dishes used.
- d. Take home anything you brought.
- e. Do NOT leave any food/drinks in refrigerator, unless prior approval has been received.
- f. Take out ALL trash. Please roll cans out of building and then remove bag to prevent leaking on carpet – additional cleaning fees will be charged for trash leaking on carpet.

5. Classrooms

- a. Sweep if necessary.
- b. Replace all tables and chairs to original positions.

6. Exterior

- a. Pick up all trash.
- b. Leave nothing.

7. Lock-Up

- a. Please ensure you lock all doors when done.
- b. Call Pastor Mike Tolopka (or designated church staff member) when all is done and you are leaving the premises.