**CHECK LIST FOR HARVEST CHURCH**

NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE/TIME OF EVENT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Check Box |
| Return Piano to original position, cover, and lock. |  |
| Straighten all chairs in sanctuary. |  |
| Reset thermostats in sanctuary if you changed. |  |
| Check to close all windows in sanctuary and bathroom. |  |
| Kitchen cleaned if used and stove turned off. |  |
| Wipe off all counters and tables used. |  |
| Vacuum all areas used. |  |
| Replace all tables and chairs used in Fellowship and hallways. |  |
| Check that all doors are pulled tightly shut. See back diagram. |  |
| Put trash from reception and restrooms in dumpster. |  |
| Turn off all lights. |  |
| Lock both sets of glass doors with little key hanging by doors. |  |
| Return church key and checklist to Mitzi Babb. |  |