

CHECK LIST FOR HARVEST CHURCH

NAME _____

DATE/TIME OF EVENT _____

check box

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| 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 check-list to Kate Smailer. | |

