

## CHECK LIST FOR HARVEST CHURCH

**Complete and return this form when you return the church key.**

NAME \_\_\_\_\_

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

	Check Box
Return Piano to original position, cover, and lock. – The key is store inside the piano bench.	
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. The church vacuum is stored in the utility room/pantry off the fellowship hall - next to the kitchen.	
Replace all tables and chairs used in Fellowship and hallways.	
Small trash cans outside of the sanctuary or a large trash can from the kitchen may be used. Collect trash from reception and restrooms into one bag and place it in the janitor's closet next to the water fountain. <b>Make sure the trash is not placed right next to the hot water heater.</b>	
Turn off all lights.	
Check that all doors are pulled tightly shut. Please refer to the map kept inside the piano bench for door locations.	
Lock both sets of glass doors with the small hex key hanging on the doorframe.	
Return church key and checklist to Mitzi Babb.	