

Grace Fellowship Baptist Church
Building Use
Clean Up Check List.

There are cleaning supplies available in the environmental supply closet in the back hall. Please return them after use.

Thank you.

Café

1. Wipe down all tables and chairs.
2. Clean high chairs if used.
3. Put all tables and chairs back in original position and storage.
4. Take out all trash to the big dumpster (located at the far corner of the parking lot).
5. Vacuum

Restrooms

6. Spot clean.
7. Take out all trash to the big dumpster (located at the far corner of the parking lot).

Kitchen

8. Clear and wipe down all counter tops.
9. If any church dishes were used please wash and put away.
10. If you use the dishwasher then please empty it.
11. Clean sinks (make sure there is no food).
12. Sweep and mop as needed.
13. Take out all trash to the big dumpster (located at the far corner of the parking lot).

Sanctuary

14. Return any stage items that have been moved (Please do not move any musical equipment or wires).
15. Vacuum
16. Sound booth is OFF LIMITS to guests

Foyer

17. Sweep as needed and take out trash

Doors

18. Close/lock all doors
19. Close kitchen gates
20. Turn off all lights