

Facilities Use Checklist

At the conclusion of each event, the following items should be completed. These requirements apply to those portions of the facility that were used. This checklist applies to all uses of the facilities by members or non-members. The general requirements are that the facilities should be left in the same condition as it was when you started.

The following checks apply to all parts of the facility.

- Any accumulated waste should be placed in plastic bag(s) and placed in trash container at the back of church parking lot.
- Floors should be free of debris and, if necessary, should be mopped (Kitchen - Bathrooms) or vacuumed. Any cup, glasses, or unfinished snacks should be removed.
- Furniture and equipment should be returned to its original location.
- Any furniture or equipment brought into the room should be returned to its proper location.
- All decorations should be removed unless prior arrangements have been made.
- All lights should be off.
- Thermostats reset to original settings or to seasonally appropriate settings.
- All doors should be closed and outside doors locked.

The following checks apply to specific rooms in the facility. Complete those checks that apply.

Sanctuary

- All Hymnals should be returned to their original location.
- All papers and other debris should be removed from the pew and Hymnal racks.
- Check for debris under the pews and on the floor.
- Organ, Sound system, and lights should be off
- Sanctuary doors should be closed.

Narthex and Hallways

- Any additional items (tables, chairs, easels, posters, etc.) should be removed.
- Be sure outside door is locked when you leave.

Sunday School Rooms

- All tables, chairs, and counter tops should be wiped clean.
- Tables, chairs and other furnishing should be returned to original location.
- Lights should be turned off.

Multipurpose Rooms

- All tables and chairs should be wiped clean.
- Lights and sound equipment should be turned off.

Kitchen

- Any items used (utensils, pots, pans, dishes, silverware, etc.) should be cleaned and put away.
- All cooking appliances (microwave, stove, oven, etc.) should be free of spills and cleaned with disinfecting cleaner.
- Counter tops should be cleaned with disinfecting cleaner and wiped dry.
- All cooking appliances must be turned off.
- Coffee maker should be clean (grounds must be removed, pots washed and returned to maker)
- Refrigerator and Freezer should be free of spills and all food not belonging to Messiah should be removed unless prior arrangements have been made.
- All sinks are to be cleaned with disinfecting cleaner, rinsed and wiped dry.
- The garbage disposal should be run to ensure no food debris remains and left in the off position.
- The dishwasher must be free of all food debris and in the off position
- All floors are to be swept and mopped
- All trash receptacles are to be emptied and clean bags replaced
- Hood lights and fan should be in the off position
- All lights should be turned off.
- Cleaning supplies should be returned to the closet.

Bathrooms

- Counter tops and sinks should be cleaned and wiped dry.
- Floors should be swept and mopped if needed.
- Lights should be turned off.

Nursery

- All toys should be picked up, cleaned and sanitized if necessary, and put away
- Floor should be vacuumed if needed.
- Bathroom and sink should be clean
- All trash should be removed (no soiled diapers are to be left in the Nursery)
- All rocking chairs, large toy pieces, and cribs are to returned to original location
- Lights should be turned off and doors closed
- All books and puzzles should be returned to shelves and racks
- Floor should be vacuumed
- Disposition of dirty linen, etc., should be coordinated with the Messiah POC

Fellowship Hall

- All tables and chairs should be wiped clean
- Coffee bar counter top and sink should be wiped clean
- Coffee maker should be clean (grounds must be removed, pots washed and returned to maker)
- Coffee maker and warming plate should be clean and in off position and unplugged
- All trash receptacles are to be emptied and new bags replaced

If any irregularity within the facility is found, please contact the Church Office as soon as possible. The telephone number for Messiah is 256-721-0041. Please call during normal business hours.

Thank you for your cooperation in maintaining our Church building. We hope you have enjoyed holding your event here. If the above criteria are met, any cleaning fee will be waived.

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