



# CEFC Housekeeping Checklist

After an event at CEFC, please go through this list and check off the completed tasks. When finished, please sign and date the completed checklist, then drop this sheet (and church key if you borrowed one) in the lock box located in the foyer on the wall near the Fellowship Hall. At the bottom of this page you will also find some helpful hints and guidelines to using the CEFC facilities—these do not need to be checked off.

Thank you for helping to keep CEFC well taken care of!

**All lights turned off:**

- Worship Center (Light switch sliders needs to be all the way down. You will hear a click once they are off.)
- Foyer
- Bathrooms
- Other Applicable Rooms (Fellowship Hall, Kitchen, Classrooms, Etc.)

**All windows closed**

**All doors locked**

**Kitchen cleaned**

- Counters & appliances wiped off
- Dishes cleaned and put away
- Dishwasher turned off and drained
- Used dish towels taken home to be washed and be returned

**No Running Water (Sinks and Toilets)**

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Helpful Housekeeping Hints

### General

- Please do not prop outside doors open during your time here - instead, either use unlocked doors or arrange to be let in.
- Make sure toilets are properly flushed after use. Please make sure young children are supervised in the bathrooms.
- Please double check for personal items before you leave, so as to minimize lost and found items.

### Kitchen

- If cutting food, please use the available cutting boards and not counter or table tops.

### Parking

- Please do not park in front of the shed located in the lower parking lot.

**NOTE:** There are five **security lights** in the building for which there is no switch to turn them off. They include: Upstairs—the light across from the library and the light over the water fountains. Downstairs—the light outside room 7, the light outside the youth room, and the light over the water fountains.

Revised 4/4/17