



St. John's Lutheran Church
Salisbury, North Carolina

Post- Event Cleanup Checklist

Event Room

- Reset the room to the standard set-up as directed by the Facility Manager.
- Finish all events by 9:00 pm, unless granted permission by the church staff.
- Return all remotes and adapters to designated area in rooms with Audio-Visual equipment.
- Turn off lights in the room, power down equipment (do not power down equipment in Faith Center) and confirm that exterior doors are secured.
- All space usage must abide by the Facility Use Policy, including surface protection, Peeler Hall displays, and the church's Child Protection Policy.
- To complete the facility check-list prior to leaving the scheduled event.

Trash

- Remove all trash, including bathrooms and re-line receptacles with clean liners. Liners will be provided.
- Put trash in outdoor dumpsters. Dumpsters are located at the CDC on Jackson Street and in the parking lot of the Community Ministry Building.

Kitchen Area

- Remove any leftovers/food items from refrigerators (DO NOT LEAVE LEFTOVERS.)
- Wash, dry and put away any reusable dishes, bowls, platters, pots, pans, and utensils.
- Make sure stove and ovens are turned off and any spills wiped up.
- Wipe down kitchen sink, counters, and microwave with a damp cloth.
- Sweep or vacuum floor. Make sure there is no food or liquids on them.

Before Departing

- Ensure that all lights are completely off.
- Ensure exterior doors are closed completely and locked.

Any damage or problems report immediately to Facility Manager - david@stjohns-salisbury.org,
980-432-0261(cell)

Signature

Date