



FRANKLIN CHURCH OF CHRIST

Checklist for Cleaning After Facility Usage



FRANKLIN CHURCH OF CHRIST
700 South Main Street, Franklin, Kentucky 42134

Adopted January 2018

**FRANKLIN CHURCH OF CHRIST – FRANKLIN, KENTUCKY
CHECKLIST FOR CLEANING AFTER FACILITY USAGE**

**PLEASE RETURN THIS FORM TO CHURCH OFFICE
THE NEXT DAY AFTER YOUR ACTIVITY.**

****Please put a check mark in each block as you complete this list. ****

Main Auditorium:

- Replace all auditorium furniture and furnishings as you found it immediately after the wedding ceremony or other activity is completed.
- Pick up any litter left in the auditorium and the designated room(s) that you might have used.

Main Auditorium, Fellowship Hall, & Annex:

- Return all tables and chairs the way you found them.
- If you use the kitchen(s), be sure to sweep and wipe up spills on floor (use sanitizing spray under sink), and clean counter tops.
- Empty trash cans, regardless of how little trash is in them. Roll trash cans to outside dumpster and replace with new liners in cans.
- Sanitize all tables and countertops.
- Please vacuum and/or sweep floors. (Vacuums, brooms, etc. are located in the closets of each building.)
- Check all bathrooms. Empty all trash cans in the bathrooms. Sanitize locations as needed. Please check and flush all toilets.
(3 bathrooms in main building/2 in the annex).
- Check to see that ALL lights are turned off (including floodlights, inside lights, restroom lights, etc.).
- Thermostats should be returned to the scheduled program.
- All outside doors are to be locked when you leave.

Please sign upon completion of the above checklist.

Deposit will be refunded upon checklist approval of staff.

Signature: _____ Date Returned: _____

Staff Only (Form Returned):

- Yes No