

All Church Family and Property Users Cleaning & Closing Procedures

Attention All Church Family and Property Users:

In an effort to keep the church clean and ready for each class, group, presentation, etc., we would like for All Church Family and Property Users to be responsible for the tables and chairs that are used and the clean-up after their functions. They need to set-up tables and chairs needed and take them down after the function has ended. Tables should be wiped down, the floor vacuumed, and trash removed and placed in the trash bins behind the church. In some situations, the responsibilities of cleaning may include checking the bathrooms for supplies and any messes that may have been left. A closet is available with supplies for cleaning and restocking by the front (east) entrance. Vacuum cleaners are located behind screen in Celebration Hall and in Room 212. These Cleaning & Closing Procedures have been posted in each room for reference.

Trash – If the trash containers are full of trash, especially when there is food, please pull all trash and take out to the trash bin behind the church. Replace with new trash bags.

Vacuuming – When you use an area like the Celebration Hall, please vacuum afterwards. When you have a large number of people outdoor dirt, pebbles and the like tend to be carried inside. Always check, no matter how large or small your group is, the floor of the area you used should be vacuumed when necessary.

Bathrooms – We need to be considerate of others who use the church. Check the bathroom floors for paper and throw away if any, check to make sure water is cleaned off the bathroom floor, check the toilets and urinals and make sure they have been flushed. If there is a mess on the toilets, please be considerate and clean up. If you cannot fix the problem, please leave an out of order sign.

Kitchen – When you use the kitchen, for whatever reason, please ensure you leave it like you found it. Sweep or mop when items have been spilled on the floor. Wash anything used in the kitchen.

Tables – If tables are used, please clean before putting them away. Tables are sometimes left out for use by an upcoming event so be aware of the any signs to leave tables and chairs as is, or you will be advised during the Building Use Orientation.

All **cleaning supplies** are located in the **Custodial Closet** near the **front entrance**. Vacuum cleaners are located behind screen in Celebration Hall and in Room 212.

Please check to make sure all **lights have been turned off**.

Make sure **doors are locked**. An Allen key is near the front (east) entrance and the back (north) entrance to lock the church doors. Please make sure to secure the handicap door. It has to be pushed or pulled shut to complete the locking mechanism.

Please leave the church in the condition found. Tables and chairs should be returned to any location they were moved from. The Celebration Hall, if used for event, should be set-up for the Spanish Worship service.

Please use this document as a reference when you or your group or team uses the church facilities. While some of these steps may not always need attention, if you could check the areas as appropriate for your event, it would be appreciated. Thank you for your attention to and consideration of these procedures.