



Church Building Check List

- ✚ Turn off all lights
- ✚ Check bathroom lights
- ✚ Close and lock all windows
- ✚ Turn off ovens/fans
- ✚ Empty refrigerators of your own personal contents
- ✚ Turn off coffee pots
- ✚ Put away all dishes used by your event
- ✚ Clean sinks
- ✚ Remove garbage when applicable
- ✚ Set up fellowship hall when applicable (following Sunday School layout)
- ✚ Leave lights on between vestibule doors (unless otherwise noted)
- ✚ Secure and lock all doors