

Immanuel Lutheran Church
726 Fuller Avenue
Big Rapids, MI 49307
231-796-8273

User Checklist for Maintaining the Facility

Sanctuary:

___ Chairs and hymnals returned to designated location.

All Meeting Rooms:

___ Chairs, tables, furniture and equipment returned to their proper place.

Fellowship Center:

___ Tables and chairs cleaned and returned to designated positions.

___ Crumbs, litter, etc. on and under the tables cleaned up.

___ Carpet vacuumed and any spills wiped up immediately.

Kitchen and Pantry:

___ Dishes, pots and pans, and utensils washed, dried, and returned to storage.

___ Large insulated Air Pots rinsed and return to storage cabinet.

___ Bunn coffeemaker, counters and sinks wiped down.

___ Stovetops washed clean, including burners; ovens wiped clean (if used).

___ Microwave wiped clean of spills and splatters.

___ Leftover foods removed or properly labeled and stored.

___ Refrigerator wiped clean and foods removed or properly labeled.

___ Kitchen floor swept. Any spills mopped clean.

___ Supplies and equipment returned to their proper place.

___ Soiled dishtowels and dishcloths laundered and returned.

Restrooms:

___ Countertops and sinks wiped clean.

General:

___ Trash bags removed and taken to dumpster. Trash containers relined with fresh bags.

___ All areas checked and clear of litter.

___ Lights turned off and exterior doors locked.

___ Key returned to Church Office Manager. (if issued)

Name of Group: _____

Original Reserver's Name: _____
(please print)

Original Reserver's Signature: _____

Security Deposit Returned: \$ _____ **Date:** _____

Signature of Facility Usage Team Member: _____