

Post-Event Cleaning Checklist

To help care for our building and serve each ministry well, we ask that all event teams clean and reset the spaces used following their event.

Please use the checklist below to guide your cleanup. Thank you for helping us steward our building well!

General Cleanup

- Throw away all trash and empty trash cans
- Pick up all personal items and leftover materials and store appropriately
- Return any moved items to their original place

Tables & Surfaces

- Wipe down all tables and/or countertops

Floors

- Vacuum

Restrooms

- Empty all small stall trash cans & empty big trash cans

Food & Kitchen Areas

- Dispose of leftover food
- Wipe down all surfaces
- Clean any dishes used
- Put away utensils/trays/etc used

Final Check

- Turn off lights
- Return thermostat if adjusted
- Set alarm