

LOGAN CHURCH OF THE NAZARENE

BUILDING USE CLEAN-UP CHECK LIST

Please complete the following clean-up check list .

Deposits will be mailed to the name and address on reservation form .

****All paper supplies and table covering are to be furnished by the rentee.****

****FAILURE TO CLEAN UP WILL RESULT IN LOSS OF YOUR DEPOSIT AND PROHIBIT FUTURE USE OF THE FACILITY****

RESTROOMS AND HALLWAYS:

__ Check to see that all toilets have been flushed, sanitary napkin bins have been emptied(REPLACE WITH NEW LINER),sinks are turned off,etc...

__ Pick up paper trash from floor.

__ Wipe off countertops with paper towels.

__ Empty trash can and replace with a new bag.

__ Pick up ant trash from hallyway floor, vacuum.

KITCHEN:

__ Wash and dry all dishes and put away.

__ Wipe off all countertops ,island and sinks.

__ All dishrags & towels used should be placed in a plastic bag and left on the island.

__ Empty trash replace trash bag .

__ Sweep and mope kitchen floor

__ NO FOOD IS TO BE LEFT IN THE KITCHEN.SEE BACK

GYM:

RESET GYM ACCORDING TO THE DIAGRAM POSTED ON THE GYM DOOR.

ALL TABLES & CHAIRS ARE TO BE WIPED OFF AND DRIED.

GYM FLOOR MUST BE SWEEPED & MOPPED AT THE END OF YOUR EVENT.

ALL TRASH SHOULD TO TAKEN TO THE DUMPSTER AT THE COMPLETION OF YOUR EVENT.