

## Checklist for Meeting House Guest Use

***Please leave the Meeting House in the Condition in which you found it.  
Clean up after yourselves.***

- \_ Sweep floors (& mop if needed) of any areas used. Return brooms, mop & bucket to their original location.
- \_ Do not move benches in worship area unless you have gotten specific permission to do so & been instructed how to do so without damaging floor.

### ***Kitchen***—If Used:

- \_ Wash & dry dishes (drain cups & glasses on cloth drying mat)
- \_ Put cups on rolling stand below coffee maker
- \_ Clean & dry off counter top, including under dish drainer
- \_ Clean tables, and chairs, serving surfaces
- \_ Clean inside of microwave (Remind everyone to cover dishes being microwaved)
- \_ Clean range top and wipe out inside of oven, if used
- \_ Clean outside of coffee maker, rinse pot
- \_ Empty sink strainer and rinse out.
- \_ Take food residue to composter & coffee grounds around plants
- \_ Be sure all food is put away in sealed containers
- \_ Refill water container from water filtered in pitcher & refill filter reservoir in pitcher
- \_ **Empty wastebaskets (clean out waste cans if needed, e.g. food residue or sticky liquids) & put new bag in can (multiple garbage bags are in waste basket/take out top one & leave rest or are under the sink)**  
***Be sure to do this last, take trash bags outside by the kitchen.***

***Be sure that non-meat compostable scraps are placed in the compost bins outside and that residue left behind to attract critters.***

### ***Bathrooms:***

- \_ Empty wastebaskets.
- \_ If additional paper products (toilet paper, paper towels) are needed, Supplies are in the rolling cart in the bathroom by the kitchen)

### ***Closing:***

- \_ Check to make sure thermostat in the social hall area is reset to the temperature to which it was originally set before use.
- \_ Check that all doors and windows are closed and locked.

### ***Other***

- \_ Notify the clerk of building and grounds immediately if you notice any damages, missing items, or if something is excessively dirty.