

Burkhead Facilities Checklist

*This checklist should be completed by the person in charge of the activity.
Please complete it before you exit the facility. Thank you.*

Fellowship Hall only

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| | 1. All tables and chairs used have been wiped clean and returned to their designated location. |
| | 2. The PA system, if used, has been turned off and stored properly. |
| | 3. Any spills or sticky places on the floor have been wiped clean. |
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Kitchen only

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| | 1. All dishes, glassware, serving dishes, silverware or cooking utensils have been washed, dried and returned to their proper locations. |
| | 2. The dishwasher has been cleaned and properly turned off. |
| | 3. The stoves have been cleaned and all units and/or ovens have been turned off. |
| | 4. The exhaust fan has been turned off. |
| | 5. The preparation table has been wiped clean. |
| | 6. Any spills or sticky places on the floor have been wiped clean. |
| | 7. Remove all leftover food from the refrigerator and/or freezer because it will be subject to disposal. |
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Classrooms

	All chairs, tables and other items in the classroom have been returned to the same location as before use.

Building

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| | 1. DO NOT ADJUST the thermostats throughout the building |
| | 2. Check all bathrooms and turn off the lights (except those on automatic timers). |
| | 3. Turn off all lights (except those on automatic timers) before exiting the building. |
| | 4. Doors are not to be left open at any time. Be sure all doors are locked properly. |
| | 5. Be sure that everyone has left the building. |
| | 6. DO NOT LEAVE before everyone has left AND locking up the building. |
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Trash

	Trash from all locations used should be picked up and put into the proper trashcans. All trash should then be removed from the building. There is a dumpster located at the rear of the parking lot for trash disposal.

Contact person signature: _____

Date: _____