

**Closing the Church Checklist For**  
**Last Person to Leave Church Building**

**General Use**

- Turn all lights off/ turn off the copier
- Lock all five doors (including two in sanctuary)
- Reset the heat/air (there are three thermostats)
- Make sure all faucets are off
- Suspend the lift (ask for clarification)
- Set the alarm
- Close the gate

**Kitchen Checklist For Last Person to Leave Kitchen**

**Kitchen Use**

- Wash counters and tables
- Put away all food
- Remove trash from kitchen and bathrooms
- Switch off/unplug the coffeepot
- Linens should be removed, washed and returned
- Clean all dishes or turn on dishwasher(s)
- Replace paper products in kitchen and bathrooms
- Reset tables and chairs if they were moved
- Turn off all lights
- Make sure all faucets are off
- Close/lock outside door

**Committee chair, member or whoever signs the rental contract is responsible for following the checklist.**