

# Facility Closing Check List

## KITCHEN

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- ☐ Stove, Ovens, Grill and Warmer cleaned and turned OFF.
- ☐ Popcorn Machine emptied and turned OFF.
- ☐ Dishwasher emptied and drained.
- ☐ Coffee Machine and Coffee Pots cleaned and turned OFF.
- ☐ All other Utensils and Cookware cleaned and put away.
- ☐ All counters wiped down.
- ☐ Please remove all food items at the end of your event. If you are donating items, please mark them as such.
- ☐ Sweep the floor.
- ☐ Please empty all trashcans into the dumpster.

## MAIN FACILITY

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- ☐ All Personal Items Removed.
- ☐ All chairs and tables wiped down, folded and put away.
- ☐ All garbage placed in trash receptacles. Brooms and dustpans are available in the storeroom.
- ☐ All sports equipment should be returned to its' proper place.
- ☐ Turn off all lights.
- ☐ Ensure that the storage shed, located outside the northeast exit, is closed and locked. A key and garage door opener is located on the wall near the gymnasium exit.
- ☐ Lock the 4 doors at the main entrance (with hex key). Pull on doors to ensure that the locks have set.
- ☐ Ensure that the 5 other entrance doors ( 3 in the main gym, 1 storeroom and 1 utility room) are locked from the outside. If you don't have a key to lock these doors, please contact an MBC representative that does. A list is posted in the main entrance.

If you have any questions, please contact an MBC representative, or call the Church Office at 739-7168. Thank you for your cooperation.

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