

**PEACE MENNONITE CHURCH
MEETING HOUSE USE INSPECTION & CHECKLIST REPORT**

- ___ Mop floors as needed (mop located in custodian's closet)
- ___ Wet mop all spills or soiled areas as needed (wet mop & bucket located in custodian's closet; after use, rinse out mop and leave out to dry)
- ___ Vacuum or shake all doormats and rugs as needed (vacuum located in custodian's closet)
- ___ Return chairs, pulpit, piano, tables, songbooks to position found in
- ___ Wash and dry tabletops if used
- ___ Return folding tables to cart and replace cart in storage closet if used
- ___ Clean kitchen countertops, oven, stovetop, microwave and sink if used
- ___ Turn oven & burners off if used
- ___ Run garbage disposal if kitchen was used to prepare food
- ___ Remove your food from the refrigerator and freezer
- ___ Thoroughly rinse dish cloths and hang over faucet to dry, dish towels over countertop if used
- ___ Deposit trash bags, if they contain food refuse or as needed, in outside trash canister on south side of building.
- ___ Replace bags in trash cans if necessary (bags are located on top of refrigerator)
- ___ Make sure all toilets are flushed and not running
- ___ Pick up all cigarettes butts and dispose of safely
- ___ Close and lock all windows if opened
- ___ Lower all window blinds
- ___ Adjust thermostats (directions posted above thermostat)
- ___ Turn interior & exterior lights off (not necessary with auto lights)
- ___ Lock all doors and return key to lock box
- ___ Return this report to Administrative Assistant within two days

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Please make a thorough inspection of all areas and provide a full description of damage, breakage or loss of property, furniture not returned to original position, and areas not cleaned.

Sanctuary: (write "none" if nothing to report)

Kitchen: (write "none" if nothing to report)

Classrooms/Library: (write "none" if nothing to report)

Bathrooms: _____

Report any needed repairs or maintenance immediately to the Administrative Assistant: LaVonne Marks (393-1640).

The PMC host or approved host is responsible for conducting an inspection after rental use of facility, checking that all the items have been completed on the reverse side of this form, and returning it to the Administrative Assistant within two days after rental use.

Date of Event: _____

Individual/Group using Building: _____

Host making Inspection: _____

Host's Signature: _____

Office Use Only

Date Inspection/Checklist Form Received: _____

List other items not listed by user: _____
