

Facility Use Check List

To be completed at the end of your event. Questions? Please contact us at calvaryinbox@gmail.com

Please don't let children play in classrooms

ENTRY

- ☐ Vacuum Carpet
- ☐ Wipe Down tables and couches
- ☐ Check all rooms to see if a mess was made by others
- ☐ Empty Trash (check all rooms)

Initial Inspection

KITCHEN

- ☐ Empty all trash containers, replacing liners (take to dumpster)
- ☐ Wipe Counters
- ☐ Sweep & mop floor
- ☐ Clean out all your food items out of refrigerator
- ☐ Clean, Dry and Put away all dishes used

Initial Inspection

FELLOWSHIP HALL

- ☐ Vacuum Carpet
- ☐ Wipe all tables
- ☐ Empty all trash cans, replace bag (take trash to dumpster)
- ☐ Put room back as you found it
(recommended to take pictures before set up of event)

Initial Inspection

BATHROOMS

- ☐ Empty all trash containers, replacing liners (take to dumpster)
- ☐ Flush All toilets
- ☐ Wipe up any water on counters
- ☐ Sweep and mop floors

Initial Inspection

Date of event _____

Time of event _____

Signature of person responsible for use of the facilities _____

Signature of inspection person _____

Inspection Comments: _____

