

CARE OF THE MEETINGHOUSE CHECKLIST
TASKS TO BE COMPLETED BY RESPONSIBLE COMMITTEE
ON FIRST DAYS, AFTER MEETING ACTIVITIES, DURING ASSIGNED MONTH
Committees are notified during their assigned month by e-mail on Fridays

Please complete this checklist and place with any comments, questions or supply needs in the MHL mailbox in the office or by e-mail to meetinghouse@

ALL AREAS

- All windows closed and locked (windows lock to the left side) when leaving
- All exterior doors locked (check from the outside) when leaving.
- Lights off in all rooms, halls, restrooms and foyer.
- **Note: Porches, parking lot and cupola (foyer) lights are on timers and cannot be turn-off manually.**
- Empty recycling containers into wheeled bin on back porch. Recycling container moved to street front on Monday night for Tuesday AM pick-up.
- Empty all trash cans and reline with plastic liners (under kitchen sink)
- **Remove trash from the premises – AFM has no trash pick-up service at this time.**

WORSHIP ROOM

- Chairs, furnishings and equipment returned to original setting
- Sweep/dust or vacuum floor, if needed
- **Leave doors to kitchen and foyer open to balance climate control.**

FOYER

- Sweep/dust/or vacuum floor as needed
- Add paper cone-shaped cups by water fountain (cups in MPR closet)

KITCHEN

- Coffee pots unplugged, cleaned and thermos emptied
- Faucets, oven and stovetop turned off.
- Food removed from counters and counters wiped.
- Load dishwasher and run. Excess dishes washed by hand and placed in dishrack.
- Sweep floor if needed.

RESTROOMS

- Fill towel racks, hand soap containers, and toilet paper dispensers
(Supplies in vanity, additional supplies in MPR closet)
- Sweep floor, if needed
- Faucets, lights and fan switches off.

CLASSROOM/NURSERY/LIBRARY

- Chairs, furnishings and equipment returned to original setting/location
- Vacuum, if needed (Vacuums in nursery and maintenance closet)
- **Leave doors to hallway open to balance climate control system**

OUTSIDE

- Check that retractable awning and patio umbrellas are closed in warm weather
- Terrace chairs stacked and under roof edge

CONTACTS FOR ASSISTANCE/EMERGENCY:

*AFM MHL Community Caretaking Schedule,
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