EVENT CLEANING CHECKLIST
FOR ALL RIVER CENTER MEMBER EVENTS

Please use this checklist after an event to be sure all necessary cleanup has been completed. If you have questions during set up or take down please contact Loren Schulze @ 541.220.1212 Thanks!

CLEANING CHECKLIST:
☐ TVs, projectors, computers and other equipment are turned off.
☐ Floors have been vacuumed or swept and mopped as needed.
☐ Tables have been wiped down if needed.
☐ Any chairs, tables and furnishings that were moved have been put back where they belong.
☐ Trash is picked up and thrown away (including restrooms).
☐ Any full trash bags are thrown in back dumpster.
☐ Bathroom counters are wiped down and all toilets have been flushed.
☐ Any dishes used are washed, dried, and put away. No food was left in the refrigerator.
☐ All articles and equipment belonging to the church have been put away in proper places.
☐ No articles not belonging to the church have been left behind.
☐ All rooms are closed properly (lights are off and doors are locked).

LOCKUP CHECKLIST:
☐ All rooms and building exits have been locked.
☐ All lights in building are turned off.
☐ Security system is armed.