

Kenova Church of Christ  
 1801 Chestnut Street  
 Kenova, WV 25530  
 (304) 453-3938

**AUDITORIUM &/or FELLOWSHIP HALL**  
 Clean-up Check-List

Name \_\_\_\_\_ Date(s) of Event \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last, First Phone

Address \_\_\_\_\_  
Street, City, State Zip Code

Type of Event: (Wedding), (Shower), (Youth), (Other) Explain: \_\_\_\_\_

<b>AUDITORIUM CHECK – LIST</b>			
<input checked="" type="checkbox"/>	Description of Duties	<input checked="" type="checkbox"/>	Description of Duties
	Vacuum floors		Clean any classrooms used
	Return songbooks & bibles to racks		Clean door glass
	Clear bathrooms of debris – sweep & mop		Empty & clean garbage cans
	Block stairway from children		Check sound system
	Return all wedding supplies to storage		Lock all doors with key
	Clear parking lot & lawn of litter		Shut off all lights
<b>FELLOWSHIP HALL CHECK - LIST</b>			
<input checked="" type="checkbox"/>	Description of Duties	<input checked="" type="checkbox"/>	Description of Duties
	Sweep Floors (kitchen & hall)		Laundry soiled kitchen linens & return to storage
	Wash all cooking utensils & return to storage		Wash all pots and pans & return to storage
	Wash all glassware & return to storage		Clean door glass
	Do not leave ice scoops in ice maker		Fold up tables
	Block stairway from children		Empty & clean garbage cans (bags under sink)
	Clear parking lot & lawn of litter		Take home all open soda bottles
	Clear bathrooms of debris – sweep & mop		No perishables left in refrigerator
	Shut off all lights		Lock all doors with key & blocks
Make note below of any storage item(s) used up from church supplies (i.e., cold cups, napkins, plates)			

Cleaning supplies are under stairway in fellowship hall.

This check-list is to be returned to Rick Snider; (304-736-2860) or Joe Pratt; (304-453-2757) as soon as possible.

By your signature below, you have completed check-list.

Signature (Responsible Member) \_\_\_\_\_

Date \_\_\_\_\_

(Do not write inside box, for office use only!)

Initial(s) _____	Approved? Y / N	Date: _____
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