

## FCBA MINISTRY CENTER BUILDING CLEAN-UP GUIDELINES

The following items must be performed before leaving.

1. Coffeepots must be turned off, emptied, washed & dried and placed in storage.
2. If you use stoves, ovens and other equipment, they must be cleaned and turned off. Care should be taken not to scratch cooking services.
3. Tables and chairs should be cleaned and returned to storage racks.
4. Floors must be swept and/or mopped. If mopped, mops must be rinsed and hung to dry and buckets rinsed out and emptied.
5. All trash must be taken out and put in the dumpster - lid on dumpster must be closed.
6. Make sure all items are placed in proper areas and all counter top surfaces are cleaned.
7. Check bathrooms to make sure toilets are flushed, if needed, and no water left running.
8. Black marks should be removed as much as possible.
9. Turn down heat or air conditioning (if requested).
10. Turn off lights, lock doors and leave key in designated area.
11. Complete clean-up check sheet and leave it in designated area.

I/WE AGREE TO THESE TERMS: \_\_\_\_\_ DATE: \_\_\_\_\_  
EVENT USE REPRESENTATIVE

Applicant Must be 21 years of age or older

APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_  
FRANKLIN COUNTY BAPTIST ASSOCIATION