

**FRANKLIN BAPTIST ASSOCIATION MINISTRY CENTER
BUILDING CLEAN-UP GUIDELINES/CHECKSHEET**

The following items must be performed before leaving after scheduled use. Please check beside each task when completed, sign and leave in designated place.

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 picked up and put in the dumpster - lid on trash cans and dumpster must be closed.
6. Make sure all items used are returned to proper areas.
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 any keys in designated area.
11. Complete clean-up guidelines checksheet 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

CLEAN-UP COMPLETED BY: _____ DATE: _____

CLEAN-UP APPROVAL: _____ DATE: _____

FRANKLIN BAPTIST ASSOCIATION