

Building Checkout List
Unitarian Universalist Fellowship of Los Gatos

- Complete this checklist for closing procedures to leave the building in a clean condition.
- Direct guests to smoke outside well away from non-smokers. This is a non-smoking building.
- Vacate the building by 11 p.m. unless you made special arrangements.

Kitchen

- ___ Coffee pots, dishes, cups, flatware clean and put away
- ___ Refrigerator emptied of items you brought in
- ___ All appliances turned off

Auditorium/Sanctuary

- ___ Sound system powered off
- ___ Flat-screen TV powered off
- ___ Lights turned off
- ___ Doors shut and locked (check from outside to confirm)

Bathroom

- ___ Clean and lights turned off

West Room

- ___ Floors swept
- ___ Tables taken down and put away
- ___ Chairs folded and put away
- ___ All windows shut and locked
- ___ All doors shut and locked
- ___ Lights out
- ___ Trash & recycle taken out

East Room

- ___ All items put away
- ___ Refrigerator emptied of items you brought in
- ___ Floors swept
- ___ Doors shut and locked
- ___ Windows shut and locked
- ___ Trash emptied

Hallway

- ___ All items put back where they belong
- ___ Floors swept if needed
- ___ Front door locked

Lounge

- ___ All items put away
- ___ Floors picked up and left clean

We welcome **your suggestions and feedback.**

Name: _____

Remember to **drop this completed checklist and the key in the mail slot** located to the right of the front door.