

Morton Apostolic Fellowship Hall Checklist

When arriving, set heat or air conditioning to desired temp. After two hours the thermostat will return to the preset temp.

Parking lot light switch is high on the wall - right side of front door. Key to front door is hanging by coat rack.

At the end of your function please check off each item as you clean up. Thank you.

Note: Paper Items in cupboards/storage area are for Church functions only; please do not use.

- Floors:** Sweep and/or vacuum. Wipe up spots in kitchen as needed.
- Waste bins:** Twist shut the liner and put in dumpster out back - replace liners.
- Restrooms:** Empty waste baskets & replace liners, make sure all toilets are flushed.
- Counter tops/ sinks:** Make sure all countertops and sinks are wiped out and dried-- **Kitchen & bathrooms.**
- Towels and dishcloths:** Leave in designated baskets. Do not take laundry home.
- Personal Items:** Double check to ensure that no personal items are left behind.
- Furniture:** Please return all furniture - tables, chairs, etc. back to where you found them.
- Appliances:** Please wipe off any spills in/on stoves, etc. Make sure food is not left in refrigerator / freezer.
- Lights:** Turn off all lights that you turned on. (outdoor front lights are always on) Don't forget parking lot lights.
- Key:** Unless instructed otherwise, please leave key in the clear plastic wall-mounted magazine rack by the back door along with this completed checklist.
- PLEASE LOCK and SHUT TIGHTLY all doors prior to leaving - esp. small bathroom off kitchen- both doors should be locked! Check the doors from the outside.**

Please note anything you found to be not in working order such as appliances, etc. We welcome all comments:

Please call Gloria Leman (309) 266-9697 (h) or Stan Schick (309) 263-8010-h or 360-3056 (c) if you have questions.