

# Fellowship Hall Cleaning up Procedure

1. Wipe and sanitize all tables
2. Wipe and sanitize all chairs
3. Place all chairs on tables (one chair standing and other flipped upside down//bottom to bottom) 4 to a table
4. Sweep and mop floor (cleaning supplies are under sink cabinet)
5. Take all trash out of the restroom and kitchen and place it in the trash can outside.
6. Put new trash bags in cans. They are under the microwave cabinet.
7. Clean Rest Rooms
8. Sweep and mop restrooms and hallway to Fellowship Hall
9. Clean glass doors.
10. The nursery is to be cleaned (Spray everything down with Lysol)
11. Notify the Field Sanitation Team (FST) about your event to ensure they are about to spray.

- **Do NOT put nails or tub tacks in walls!**
- **Do NOT put tape on walls!**
- **If you hang streamer or anything from the ceiling with thumbtacks, please ensure you remove tacks and all traces of debris from the ceiling.**
- **You may put extra chairs and tables you don't want to use in Fellowship Storage.**
- **You are responsible to set Fellowship Hall back up as normal. (Unless otherwise informed by Pastor)**

\_\_\_\_\_ please initial and date

# Sanctuary Cleaning up Procedure

1. Vacuum entire church, between and under all pews
2. Ensure there is no trash in songbook holders
3. Clean Rest Rooms
4. Put new trash bags in cans in Rest Rooms (bags are in marked cabinets)
5. Sweep and mop the hallway, restrooms, and foyer.
6. Clean glass doors.
7. Sound Room is to be cleaned
8. The nursery is to be cleaned
9. Spray everything down with Lysol
10. Notify the Field Sanitation Team (FST) about your event to ensure they are about to spray

- **Do NOT put tape, nails, or thumbtacks anywhere in Sanctuary.**
- **Do NOT move any furniture without Pastor's Permission.**
- **Above ^ This includes sound equipment.**
- **No one is to be up in the Sound Room without first meeting with the Pastor.**

\_\_\_\_\_ please initial and date