

MEETINGHOUSE DEPARTURE CHECKLIST

General

- Pick up and discard trash and recycling into indoor containers
 - o Main Level: next to mailboxes and in Friends Room
 - o Lower Level: end of kitchen counter
 - Dispose of food scraps to outdoor trash bins or compost when possible (see posted guidelines)
- Mop liquid spills on hard floors ASAP
 - o Floor will sustain damage after 20 minutes (except bathrooms)
 - o Mop locations:
 - Upstairs: Room 112 near the elevator. "Custodial - JC"
 - Downstairs: Room 03 at base of stairs
- DO NOT USE MOST LIGHT SWITCHES. They are on occupancy sensors
- Turn off lights in:
 - o Main Meeting Room
 - o Lower Level Dining Room
 - o Some custodial / equipment closets
- Food and Beverages
 - o Leave nothing behind – discard or take
- Lock and test exterior doors (Upper/Front and Lower/Back)
 - o Instructions by doors and in User Manual

Main Level

- Bathrooms – Wall-mounted heaters: turn control left until it stops
- Sun Room
 - o Thermostat off
 - o Chairs pulled away from baseboard heaters (window walls)
 - o Door to Lobby propped open
- Main Meeting Room
 - o Chairs - Restore to worship configuration (see photo in User Manual)
 - o Buddhist Altar (under north window, center) - Cloth and wood plate in place
 - o Ceiling fans – off at switch

- o Lights – off at switch
 - o Close and latch accordion doors
- Friends Room
 - o Chairs
 - stack plastic chairs on carts
 - reposition fabric covered chairs (see photos in User Manual)
 - o Doors to Library propped open
- Library and Lobby
 - o Remove all pamphlets, signs, handouts which you have brought with you
 - Recycle or take along
 - o Tidy counters and tables
 - o Prop open Library doors to Lobby
 - o AV Closet - restore equipment, close door and hatch (see checklist in AV closet)

Lower Level- Hospitality

- Large dishes/utensils/pans - wash, dry and put away
- Start the dishwasher
- Sweep kitchen and dining areas if needed
 - o Brooms/dustpans in Custodial Closet (Room 03)
- Wipe counters
- Chairs and Tables stowed (see User Manual)
 - o Plastic: on dollies
 - o Folding: to Chair/Table closet
 - o Tables: return to closet

Lower Level - FDS area

- Leave Nursery doors open for air circulation
- Tidy toys and return to shelves
- Make sure that floors in walkways to back and side exits are clear
- Close door between blue classroom and large FDS area