

UUCGT / BUILDING USE WALK-THROUGH CHECKLIST

- Review space being used (Walls in Social Hall to be moved by UUCGT only)
- Location of Chairs Tables Sanctuary Risers
- Thermostat Operation, Overhead Fans, Lights
- Kitchen Use (towels, paper towels)
- Dishwasher Operation

CLOSING CHECKLIST

- Kitchen: Counters cleaned & all stove knobs are in the **OFF** position!
- Run Dishwasher (if any cups/dishes/silverware are used)
- Stack Social Hall Chairs
- Return Tables to Storage
- Return Chairs & Risers to exact configuration / location in Sanctuary
- Vacuum / Sweep Floors (note where equipment is stored)
- Empty Trash: Please tie bags (location of bags and outside containers)
- Check & Close Windows
- Check & Lock Doors: Back Front Side Doors Office (if used)
- Turn off Lights & Fans: Sanctuary / Social Hall / Kitchen Entry Halls
Men's / Women's Bathrooms Office Bathroom
- Lock & Exit Building

COMMENTS: _____

Please sign and complete this Checklist and slide it under the office door

Signature of responsible party _____

In the case of an urgent building matter after hours, call:

Walk-through completed on _____ with (responsible party) _____

By _____