



The Unitarian Universalist
Congregation of Whidbey Island

Church Closing Checklist

(Leave this form in the admin box above the printer in the church office)

Date: _____

Name of Renter/Rental Organization: _____

Kitchen – If used

Take all of your own food and trash including recycling	Turn OFF oven and range controls
Clean range, microwave, countertops & refrigerator	Wash dishes, dry and store them
Empty coffee and water pots	Lock windows and door
Sweep floor	Hang dishtowels over sink to dry or place in hamper under sink

Sanctuary – If used

Bathrooms

Sweep Floor	Sweep Floors
Place chairs and tables as they were (unless prior alternate arrangements were made)	Check that toilet and fixtures are functioning properly
Clear any items from window sills (coffee cups, napkins, etc.)	Lock windows
Lock all doors and windows (check doors physically, not just visually to be sure they are shut – tug on the doors to the patio)	Empty garbages and take trash with you.
Cover piano and lock it if used	Turn off all lights and fans
Turn off all lights	

Classroom

Foyer

Vacuum carpet	Sweep/vacuum floor
Store toys and supplies	Empty garbage can and take trash with you.
Turn off lights	

Check the building for any items left behind and place in Lost & Found shelves in the hallway by the coat closet

BE SURE TO LOCK THE FRONT DOOR AS YOU LEAVE AND CHECK THAT IT HAS LOCKED.

We hope you enjoyed the use of the UUCWI facilities!

Please use the back of this form to let us know how everything worked for you, and if there were any problems. Please indicate any breakages or losses.

Thank you!