

Quimper Unitarian Universalist Fellowship
CHURCH CLOSING CHECKLIST

KITCHEN

- ___ Food stored or discarded
- ___ Trash placed in containers, including recycling bins
- ___ Range, microwave, countertops & refrigerator clean
- ___ Coffee & water pots emptied, cleaned, and unplugged
- ___ Floor swept, & mopped
- ___ Oven and range controls in off position
- ___ Dishes washed, dried, & stored
Q.U.U.F. will unload dishwasher.
- ___ Lock windows
- ___ **Any breakages or losses listed on this form**

SANCTUARY

- ___ Staircase carpet clean
- ___ Concrete floor clean
- ___ Vacuum carpet
- ___ Decorations & tape removed from walls
- ___ Chairs stacked or arranged
(ask where the chairs should go)
- ___ Window sills clean
- ___ Windows locked & intact
- ___ Thermostat 50-60 degrees
- ___ Doors locked
- ___ No vases or candles on piano
- ___ Baseboard heaters intact

BATHROOMS

- ___ Floors clean
- ___ Toilet & fixtures intact & functioning
- ___ Windows intact & locked
- ___ Wastebaskets emptied

RELIGIOUS EDUCATION BUILDING ROOMS

- ___ Carpet clean
- ___ Toys/supplies stored
- ___ Tabletops clean
- ___ Thermostat 60 degrees
- ___ Bathroom fixtures and intact and functioning
- ___ Wastebaskets emptied

LIGHTS

- ___ Interior lights off, inc. bathrooms

COMMENTS: _____

We, here at Q.U.U.F. hope you enjoyed the use of our church facilities! Please let us know how everything worked for you, and if there were any problems. Thank you!
P.S. - How did you find out about us? _____

RENTER: _____
RENTAL DATE _____ **INSPECTION DATE** _____
RESULTS _____ **REFUND SENT** _____

