

## **PARTNERS: Brothers and Sisters in the Lord**

We are all responsible to share in the use and care of this campus. A checkoff list has been made, so that we are all aware of what needs to be secured and cleaned before leaving the campus. Let us each do our part in caring for the building God has graciously given us. Thank you for your cooperation.

- ✓ Please only use your own locked cupboards for storing your ministries belonging.
- ✓ That all doors are locked, latched, and secure.
- ✓ All windows are closed and locked.
- ✓ All wastebaskets are emptied, garbage taken out and placed in the dumpster and the dumpster relocked. (Dumpster key located in upstairs kitchen by refrigerator)
- ✓ Bathrooms are left cleaned, water faucets turned off, toilets flushed and not left running or plugged.
- ✓ All tables and chairs are cleaned and set to the base layout.
- ✓ Heat turned off or down to 60 degrees.
- ✓ All lights turned off
- ✓ Play yard left in good order
- ✓ Kitchen left clean and ready for next partner to use.