



**Oakwood**  
PRESBYTERIAN CHURCH

## Checklist for Building Departure

1. All chairs and tables should be returned to “Standard Sunday School Setup” as shown in the photos provided by the scheduling coordinator.
2. Wash, dry, and put away any dishes used.
3. Make sure all appliances are turned off. If Bunn coffeepot was unplugged from timer, please return plug to timer.
4. Wipe counters and tables as needed.
5. Please close the kitchen door if used.
6. Check all areas (including refrigerator) for any items your group might have left behind.
7. Make sure all trash is deposited in trash receptacles. For large amounts of trash, or trash that is likely to produce an unpleasant odor, please take trash directly to dumpster in parking lot. If you used the nursery, please make sure any trash, including all used diapers are removed and placed in the dumpster.
8. Sweep floors and vacuum carpets needed. Vacuum and brooms are in janitorial closet next to the nursery.
10. Do not adjust any thermostats. These are programmed.
- 11. Please check that all the exterior doors latch and are locked as needed.**
12. If you have any questions or problems or you arrive to find the church unlocked or in disorder, please contact the church office at 814-238-5442 or contact the scheduling coordinator, Ann Johnstonbaugh at [maj03@hotmail.com](mailto:maj03@hotmail.com) or 814-234-2240.

5/9/2019