

**PEACE MENNONITE CHURCH**  
**Meeting House Use Inspection & Checklist Report**

**Date of use:** \_\_\_\_\_

- \_\_\_ Dry Mop/sweep floors as needed (mop located in custodian's closet; broom located in kitchen)
- \_\_\_ Wet mop all spills or soiled areas as needed (wet mop & bucket located in custodian's closet; after use, rinse out mop and leave out to dry)
- \_\_\_ Vacuum or shake all doormats and rugs as needed (vacuum located in custodian's closet) \_\_\_ Return chairs, pulpit, piano, tables, songbooks to position found in
- \_\_\_ Wash and dry tabletops if used
- \_\_\_ Return folding tables to cart and replace cart in storage closet if used
- \_\_\_ Deposit trash bags, if they contain food refuse or as needed, in outside trash canister on south side of building.
- \_\_\_ Replace bags in trash cans if necessary; extra bags are located on top of refrigerator
- \_\_\_ Make sure all toilets are flushed and not running
- \_\_\_ Pick up all cigarettes butts and dispose of safely
- \_\_\_ Close and lock all windows if opened
- \_\_\_ Lower all window blinds
- \_\_\_ Return thermostats to original settings
- \_\_\_ Turn interior & exterior lights off (not necessary with auto lights)
- \_\_\_ Lock all doors and return key to lock box located outside the south entryway
- \_\_\_ Return this report to the church bookkeeper by placing it in the file folder labeled "Building Use" in the church entry area or scanning and emailing it to [peacebookkeeper615@gmail.com](mailto:peacebookkeeper615@gmail.com) within two days of building use.

For Kitchen Use:

- \_\_\_ Clean kitchen countertops, oven, stovetop, microwave and sink if used
- \_\_\_ Turn oven & burners off if used
- \_\_\_ Run garbage disposal if kitchen was used to prepare food
- \_\_\_ Remove your food from the refrigerator and freezer
- \_\_\_ Thoroughly rinse dish cloths and hang over faucet to dry, dish towels over countertop if used

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*Please make a thorough inspection of all areas and provide a full description of damage, breakage or loss of property, furniture not returned to original position, and areas not cleaned.*

Sanctuary: (write "none" if nothing to report)

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Kitchen: (write "none" if nothing to report)

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Classrooms/Library: (write "none" if nothing to report)

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Bathrooms: \_\_\_\_\_

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If there is a building issue that requires immediate attention, please contact the pastor, Joanna Harader, at 407-201-0503. For non-emergency maintenance needs, please email the church office: [peacemennonite@gmail.com](mailto:peacemennonite@gmail.com).

The PMC host or approved host is responsible for conducting an inspection after rental use of facility, checking that all the items have been completed on the reverse side of this form, and returning it to the church bookkeeper within two days after rental use.

Date of Event: \_\_\_\_\_

Individual/Group using Building: \_\_\_\_\_

Host making Inspection: \_\_\_\_\_

Host's Signature: \_\_\_\_\_

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**Office Use Only**

Date Inspection/Checklist Form Received: \_\_\_\_\_

List other items not listed by user: \_\_\_\_\_

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