

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 the outside trash canister on the south side of the 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 by placing it in the file folder labeled "Building Use" in the church entry area or scanning and emailing it to peacemennonite@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)

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

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

Bathrooms: _____

If there is a building issue that requires immediate attention, please contact the building manager, Anne Bailey, at 785-766-2762. For non-emergency maintenance needs, please email the church office: peacemennonite@gmail.com.

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

Date of Event: _____

Individual/Group using Building: _____

Host making Inspection: _____

Host's Signature: _____

Office Use Only

Date Inspection/Checklist Form Received: _____

List other items not listed by user: _____
