

Facilities Coordinator Cleanup Form

Requests should be submitted to the UUS Office at least 2 weeks in advance.

Event Name & Date: _____

Requester/Contact Person: _____ Contact Phone/Email: _____

Time Cleanup Can Begin: _____ Complete Cleanup By Date/Time: _____

Requester: Please check each room requiring cleanup and all special cleanup anticipated. (Asterisked* items should be taken care of by event team, with minimal follow up by Facilities Coordinator)

<p>SANCTUARY</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Make minor adjustments to aisles and rows• Check for/remove anything left behind*• Spot clean floor, glass doors, and windows <p>Special Cleanup</p> <p><input type="checkbox"/> Reset to standard Sunday Service setup:</p> <ul style="list-style-type: none"><input type="checkbox"/> Aisles & Chairs, Children's Area<input type="checkbox"/> Stage and/or Music Area<input type="checkbox"/> Piano<input type="checkbox"/> Rolling Monitor <p><input type="checkbox"/> Other: _____</p>	<p>KITCHEN</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Clean surfaces• Check ovens & fridge for cleanliness*• Sweep/spot clean floor• Take out trash & recycling• Make sure back door is locked <p>Special Cleanup</p> <p><input type="checkbox"/> Do dishes</p> <p><input type="checkbox"/> Wash tablecloths</p> <p><input type="checkbox"/> Other: _____</p>
<p>FELLOWSHIP HALL</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Wipe table & chair surfaces• Make sure coffee bar is clean• Take out trash & recycling• Sweep/spot clean floor, glass• Check that patio doors are locked <p>Special Cleanup</p> <p><input type="checkbox"/> Mop floors</p> <p><input type="checkbox"/> Reset to standard setup:</p> <ul style="list-style-type: none"><input type="checkbox"/> Tables & Chairs<input type="checkbox"/> Piano, Plants, and/or couches <p><input type="checkbox"/> Return large garbage cans to pantry</p> <p><input type="checkbox"/> Turn 3-compartment waste bins back</p> <p><input type="checkbox"/> Other: _____</p>	<p>CONFERENCE ROOM</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Pick up/take out trash*• Vacuum as needed• Spot clean table, glass doors, and windows• Clean/restock bathroom <p>RE COMMONS</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Pick up/take out trash*• Pick up toys/supplies left out*• Spot clean floor, glass <p>Special Cleanup</p> <p><input type="checkbox"/> Full vacuum</p> <p><input type="checkbox"/> Reset sofa, tables, etc. to standard setup</p> <p><input type="checkbox"/> Other: _____</p>
<p>ATRIUM & VESTIBULE</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Take out trash & recycling• Sweep/spot clean floor• Check that front doors are locked <p>Special Cleanup</p> <p><input type="checkbox"/> Reset to standard setup</p> <p><input type="checkbox"/> Other: _____</p>	<p>RE CLASSROOM(S)/NURSERY</p> <p>List rooms used: _____</p> <p><input type="checkbox"/> General Cleanup, includes:</p> <ul style="list-style-type: none">• Pick up/take out trash*• Put away toys/supplies left out*• Spot clean• Clean & restock bathroom (Nursery & PreK) <p>Special Cleanup</p> <p><input type="checkbox"/> Full vacuum</p> <p><input type="checkbox"/> Reset to standard setup</p> <p><input type="checkbox"/> Other: _____</p>
<p>CHECK HERE IF ADDITIONAL NOTES ARE ADDED ON BACK</p>	