ALUUC Building Use Checklist

Everyone needs to take responsibility for the condition of our church home at the end of events and meetings and before leaving the building.

Please use the following checklist to be sure our building is safe, secure and ready for use:

- All windows are closed and locked
- All doors are locked
- All lights are turned off
- All fans and space heaters are turned off
- All thermostats are turned back to "run program"
- Faucets and toilets are not running
- Candles are blown out and chalice extinguished
- Oven is turned off
- Leftover food is securely stored or taken home
- Garbage and recycling are deposited in appropriate cans. If garbage cans are full or contain food, they are taken to the dumpster on the parking lot
- The office is locked
- Paperwork is properly filed or appropriately thrown away