

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