



Kent United Methodist Church

Sanctuary/Narthex/Fellowship Hall Clean-Up Checklist

Date: _____ Organization: _____

Check-in Time: _____ Check-out Time: _____

Sanctuary

- Reset books & KUMC materials
- Reset all furniture.....
- Check floor & pews for foreign items
- Vacuum floors if needed.....

Please Note Special Instructions: _____

Narthex

- Vacuum floors.....
- Collect all trash bags.....
- Reset all furniture.....
- Check area for foreign items.....

Please Note Special Instructions: _____

Fellowship Hall

- Clean Counters & Table Tops
- Collect all trash bags.....
- Reset all furniture.....
- Check area for foreign items.....

Please Note Special Instructions: _____

One full rack of tables into storage room, balance goes behind screen with 5 stacks of chairs. Stack chairs 6 high.

Signature of Completion: _____