

BURLINGTON BAPTIST CHURCH
FACILITY CHECKLIST/POST FUNCTION

It is your responsibility to leave the facility in a condition suitable for the next rental group. Please review this checklist by checking each item.

- All garbage MUST be picked up from grounds.
- All food is to be removed from the refrigerator
(Unless your group is weekly and have approval).
- Dishes and utensils, if used in the Upper Level kitchen, are to be washed, dried and put away.
- Kitchen counters are to be wiped clean.
- Check that all toilets have been flushed and that no water (toilets or faucets) have been left on.
- Decorations or posters are to be removed.
- Ensure that all exits are closed tight and locked.
This includes Upper Level Fire Doors (wood).
- Turn off all lights before leaving the building.
- Return key if signed out to the administrator the next working day after function.
- Please notify the Property Team Representative of any problems, damage or concerns.

Problems Encountered

Equipment Missing/Damaged

Signature _____ Date _____