

FIRST UNITED PROTESTANT CHURCH
1350 Waianuenue Avenue Hilo, Hawaii

Clean Up and Closing Check List

Name of Group /Individual Renting

Responsible Individual

This form must be completed and turned in to the Caretaker prior to the Applicant leaving the premises. This will be used to determine if your deposit will be returned.

SPECIAL DIRECTIONS: _____

Applicant to please initial each box that applies after the event

SUNDAY SCHOOL, SANCTUARY, AND NARTHEX

- _____ Sweep or vacuum floor
- _____ Close and lock all windows
- _____ Turn off fans, air conditioner and light.
- _____ Rubbish cans emptied and lined with new rubbish liners
- _____ All decorations and trash needs to be removed from the premises.
- _____ All tables and chairs have been cleaned – No tape, gum or food debris left in the area
- _____ Return all things used to proper location
- _____ No scotched tape, duct tape or permanent markers are to be used

Women’s Bathroom

- _____ Sinks and toilets are cleaned
- _____ Trash cans empty and replace trash bags
- _____ Turn lights off
- _____ Door locked

Men’s Bathroom

- _____ Sinks and toilets are cleaned
- _____ Trash cans empty and replace trash bags

_____ Turn lights off
_____ Door locked

Other Areas and Parking Lot

_____ Pick up all litter (cans, paper, any food, candy wrappers, sucker sticks etc.)
_____ Lanai area swept and washed down as appropriate
_____ Door way rugs have been swept, cleaned and put in place
_____ Mats used for Sunday School for Kosraean Church must be rolled and placed back in the bin nicely.
_____ Kamehameha School playgrounds and the lanai which includes small tables are **Off Limits**.
_____ No trash to be left outside the trash bins. Trash bin lids must be closed

Signature of Applicant

Date

Print Name and Group Name

Signature of Caretaker

Date