***St. Thomas Facilities Use Pre-Walkthrough Checklist***

**Date: ­­­­­**

**Name of Organization, Point of Contact & Phone:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Hall:**

[ ]  Set tables and chairs in the location in which you found them

[ ]  Sweep floor

[ ]  Wipe all tables and brush off chairs

[ ]  Do not adjust AC/Heating thermostats

Note: Verify the usage time of the event so the church can regulate the AC/Heating thermostat.

**Kitchen:**

[ ]  Provide your own pots, pans, dishes, cups & utensils (church coffee pots may be used)

[ ]  Ovens, stoves tops and water must be turned off

[ ]  Clean off and wipe counters

[ ]  Sweep the floor

[ ]  Clean out mesh sink strainers

[ ]  Wipe out sink and any spills

[ ]  Do not use the dishwasher

[ ]  Do not leave leftovers from this event in the refrigerator

**Restrooms:**

[ ]  Turn off the lights and exhaust fans

[ ]  Close water taps tightly

[ ]  Gather trash and throw away outside with the Robinson Parish Hall’s trash

[ ]  Sweep floors

[ ]  Wipe sinks as needed

**Trash:**

[ ]  Bag trash from all rooms including the items from restrooms

[ ]  Deposit trash into the trashcans located by the gates at the Caroline Street brick wall

**Summary Procedures to Secure the Building:**

[ ]  For fire code compliance, all inside doors must be left closed

[ ]  Exit doors must not be blocked

[ ]  Close water taps tightly

[ ]  Turn off all lights

[ ]  Remove All Trash

[ ]  Lock all doors

**Comments or Pre-Existing Conditions Identified:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event/Group Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_Pre-Event Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative**

**\_\_\_\_\_\_­­\_\_\_\_\_\_\_Pre-Event Date**

***St. Thomas’s Facilities Use Post-Walkthrough Checklist***

**Date:**

**Name of Organization, Point of Contact & Phone:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parish Hall:**

[ ]  Set tables and chairs in the location in which you found them

[ ]  Sweep floor

[ ]  Wipe all tables and brush off chairs

[ ]  Do not adjust AC/Heating thermostats Note: Verify the usage time of the event so the church can regulate the AC/Heating thermostat

**Kitchen:**

[ ]  Provide your own pots, pans, dishes, cups, and utensils (church coffee pots may be used)

[ ]  Ovens, stoves tops and water must be turned off

[ ]  Clean off and wipe counters

[ ]  Sweep the floor

[ ]  Clean out mesh sink strainers

[ ]  Wipe out sink and any spills

[ ]  Do not use the dishwasher

[ ]  Do not leave leftovers from this event in the refrigerator

**Restrooms:**

[ ]  Turn off lights and close water taps tightly

[ ]  Gather trash and deposit in trashcans outside with the Robinson Parish Hall trash

[ ]  Sweep floors

[ ]  Wipe sinks as needed

**Trash:**

[ ]  Bag all trash from all rooms including the items from restrooms

[ ]  Deposit trash into the trashcans located by the gates at the Caroline Street brick wall

**Summary Procedures to Secure the Building:**

[ ]  For fire code compliance, all inside doors must be left closed

[ ]  Exit doors must not be blocked

[ ]  Close water taps tightly

[ ]  Turn off all lights

[ ]  Remove All Trash

[ ]  Lock all doors

**Comments or Identified Issues during Post-Walkthrough:**

**Deposit to be Returned:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event/Group Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Post- Event Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative\*\***

Signing this line of the checklist signifies that the security deposit will be released

OR:

**Vestry Decision Required prior to Deposit Release:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ St. Thomas’s Representative\*\***

Signing this line of the checklist signifies that the vestry will need to meet to make a decision regarding the security deposit

**\_\_\_\_\_­\_\_\_\_\_\_­\_\_ Post-Event Date**

**\*\* MUST be the SAME person as the Pre-Walkthrough Checklist**