

*PRE Checklist*

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

**Date:** \_\_\_\_\_

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

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**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

*PRE Checklist*

**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**

*POST Checklist*

***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

*POST Checklist*

**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:**

\_\_\_\_\_ **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:  
\_\_\_\_\_ **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**