* Sanctuary

 Pick up trash from seats - Quick Vacuum if needed

 Straighten chairs

* Stage

 Clear Equipment

 Pick up trash - Quick Vacuum if needed

Piano Cover

* Lobby

Pick up Trash - Quick sweep if needed

 Empty Trash – Leave new trash bag in place

 Put Chairs & Tables back in place

 Banners taken down and stored in Box Tubes.

Yard Signs taken up – Stores in back room

 Put Welcome Materials back in place on Tech Room Shelf

* Bathrooms (2)

 Check for messes – Quick Sweep if needed

 Empty Trash – Leave new trash bag in place

* Class rooms (2)

 Clear toys/materials to Tech Room Shelf

Pick up Trash - Quick sweep if needed

 Empty Trash – Leave new trash bag in place

 Put chairs & Tables back in place

* Tech Room

 Projectors off & Screens Up & Amp Switch Off

 Equipment Packed – Camera and Computer

 All Power Strips Off! NO POWER LEFT ON Empty Trash – Leave new trash bag in place

**FINAL CHECK**

4 Air Conditioners Turned off All Power in Tech Room Lock Tech Room

All Lights Turned Off All Trash Cans emptied Enter Code & Lock Door