* 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