

# **FACILITY USE FOR ZION UMC OF IONA**

## **CLEAN-UP CHECKLIST**

1. Unplug the coffee maker and clean the coffee pots.
2. Wash all used dishes and return to their proper place.
3. Turn off ovens and stoves.
4. Return all furniture, tables, and chairs to their original location.
5. Check bathrooms to make sure counters are clean, trash is removed, and toilets are flushed.
6. Place all garbage outside in dumpster.
7. Turn off all lights.
8. Be sure all doors are locked.

The use of tobacco, in any form, or alcoholic beverages are not permitted on church property.

Contact Bev Henry with any questions (717-273-8641 or 717-383-1425)