

CCQ Cleanup for Use of Shepard of the Valley Church Facilities

1. Take a picture on your phone of the way the tables and chairs are set up when first entering the room. Use this to reference for setting the room up exactly as it was, once we leave.
2. Upon leaving, be sure to put away any extra chairs or tables used and that the room configuration is the same as it was on entering.
3. Not everyone leaves the facility at the same time. If you're only staying for the meeting, check with someone who set up to see if you need to put your chair up. If you are not the last one sewing, check to see if you can go ahead with some chore so the last sewers aren't left with all the cleanup!
4. We are welcome to use the kitchen facilities – just be sure to tidy up afterwards.
5. The church discourages use of disposable dishes and silverware, and would prefer us using theirs. Their dishwasher is very simple to use – load, close and set to run. It takes three minutes for a cycle and is automatically set up with soap.
6. All of our irons and ironing boards need to be stored upstairs in the storeroom on the far side of the stairs going up. The combination for that door is 4212 currently.
7. Look around to ensure that nothing was accidentally left behind by our membership.
8. Wipe down tables and counters used. Close and lock any windows opened.
9. Vacuum the floors in the meeting room as well as out the doors and through the hallway through to the front entryway. The vacuum is in the closet and others in the closet down the hallway past the bathrooms.
10. Check that all the toilets are flushed and wipe out the bathroom sinks with a paper towel.
11. All recycle needs to be taken home by its user.
12. Trash needs to be taken out to the dumpster to the side of the church parking lot. The key is on top of the desk in the front office. To facilitate our cleanup requirements – it is best to only use the trash can in the meeting room.
13. For safety reasons, it may not be a bad idea to lock ourselves in the church as we work later in the evening. The key is on a hook to the top left of the front door. The last person leaving the church needs to ensure that the front door is locked, if there is not another group using the facility. The combination to get into the front door is currently 4093.

We greatly appreciate using the facilities at Shepard of the Valley, and it is important that we respect this opportunity by making sure that we leave the premises in a good and clean condition.