

## GCG Check-out Form

12-2019

Thank you for your service! Please choose someone from your group to see that every item is checked off; sign, and leave on kitchen counter on the way out.

### Main Meeting Room

- Door to outside breezeway locked on the outside handle
- Doors to alley locked
- Chairs and tables returned to original position, OR stack chairs 4-high, 4 ft. from wall if instructed (see attached pg)
- Remove personal items and place on the back table in the main hall
- Do NOT turn off AC (this is done remotely)
- Lights switched off

### Nursery/Cry Room

- Toys returned to shelves
- Monitors switched off
- Lights switched off
- Personal items removed and placed on the counter in Freezer room across from the kitchen

### Bathrooms – across from main hall & office hallway

- Toilets flushed if needed
- Tidied up as needed
- Lights switched off

Hallway Thermostat (across from the Sr. Coordinator's office) adjust accordingly (Heat: 65\*, AC: 80\*)

### Dining Room and Kitchen

- Return tables and chairs to their original position or stack chairs if indicated
- Personal items removed and placed in the Freezer room
- Reset thermostats (kitchen to 84° in summer, dining room to 88° in summer/off in winter)
- Lock door to outside
- Lights switched off

### Ramada and Courtyard

- Remove all personal items and place in the Freezer room
- Return indoor furniture used outside to where it came from
- Lock doors to the courtyard
- Ramada light switches are just inside the double door to the kitchen. Turn off if necessary.
- CLOSE THE FRONT GATE. DO NOT PUT THE REINFORCEMENT BAR DOWN**
- Be sure to lock the lock on the inside handle of the gate otherwise it will be closed but unlocked.

### Maren Center

- Lock door to the alley (between the dining room and Childcare room)
- Lock metal door that enters Maren Center just inside the entrance gate
- Remove all personal items and place in the Freezer room
- Tidy up the toys
- Tidy bathrooms and flush if necessary
- Reset thermostat (in childcare rm & Healing Team rm) to 'off' unless instructed differently
- Return parking cones if needed
- If exiting through Maren Center to the parking lot, be sure door closes and latches

I have carefully inspected the property according to this checklist.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Leave the completed form on the kitchen counter when done.

**EXIT FRONT GATE TO BE SURE IT'S LOCKED.** *THANKS FOR YOUR SERVICE !!!*

# MAIN HALL & DINING ROOM BUILDING USE TEAR DOWN INSTRUCTIONS

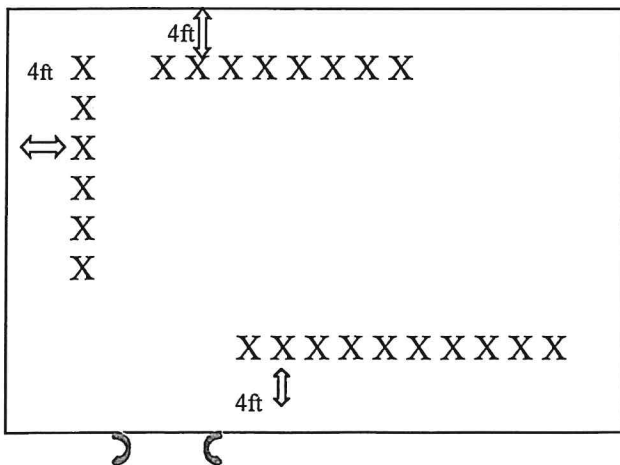
## **CHAIRS:**

- \*Dragging heavy stacks of chairs across the floor can scratch the floor. Please keep stack to a maximum of four chairs.
- \*If needed, sweep chair seats before stacking
- \*Stack chairs 4 high
- \*Put stacks 4 feet from walls around perimeter of room SEE DIAGRAM BELOW  
(To allow space for custodians to clean near the wall)

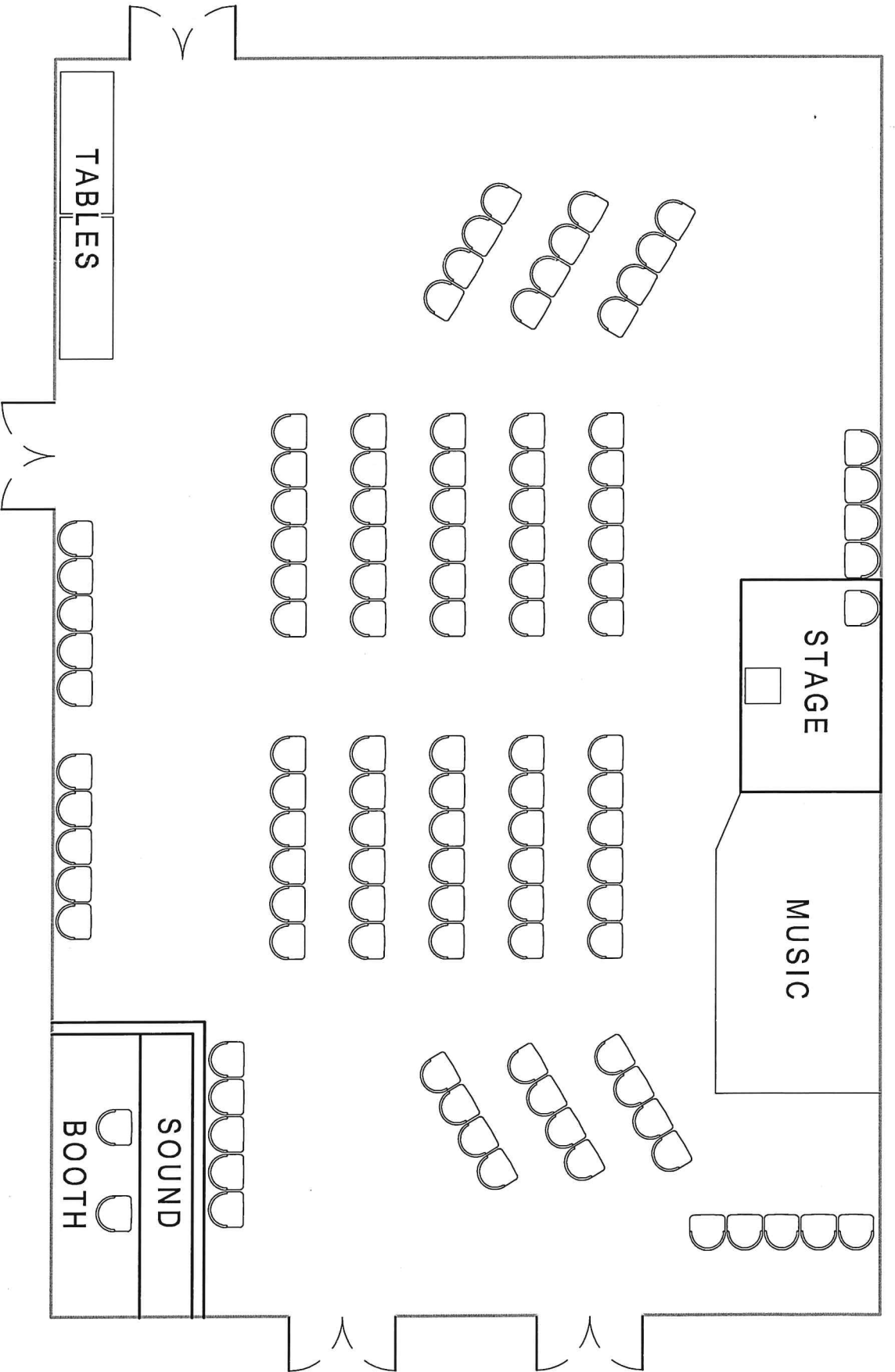
## **TABLES:**

- \*Break down round tables first
- \*Stack face to face and legs to legs
- \*Lean against the storage room wall in groups of two
  
- \*Break down rectangle tables last.
- \*Stack in store room – in two groups (6' and 8')  
with the short end of the tables on the floor
- \*Do not block access to the circuit breakers

STACKS OF FOUR CHAIRS, FOUR FEET AWAY FROM THE WALL,  
ONE STACK DEEP ONLY



Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# City of the LORD

GCG Setup