CHAPEL CLEANING CHECKLIST

SANTUARY

☐ Make books dress right dress
☐ Police all the pews
☐ Turn off sound system
☐ Take out trash
☐ Vacuum carpet
☐ Sweep and clean entrance way
☐ Turn off the lights
☐ Lock all doors

Chapel Center     Main Post Chapel     Cavalry Chapel     INT______________________

(Circle Chapel)

SEMINAR ROOM

☐ Put away all chairs and table
☐ Sweep floor
☐ Mop Floor
☐ Take out trash
☐ Turn off the lights
☐ Lock door

Chapel Center     Main Post Chapel     Cavalry Chapel     INT______________________

(Circle Chapel)

FELLOWSHIP HALL

☐ Clean off counters
☐ Clean appliances used (coffee machine, microwave, etc.)
☐ Sweep/Vacuum floor
☐ Mop floor
☐ Take out trash
☐ Turn off the lights
☐ Lock door

Chapel Center     Main Post Chapel     Cavalry Chapel     INT______________________

(Circle Chapel)
CHAPEL CLEANING CHECKLIST

KITCHEN

☐ Clean stove
☐ Clean oven
☐ Clean all dishes
☐ Clean appliances used (coffee machine, microwave, etc.)
☐ No leftover food stored
☐ Sweep/Vacuum floor
☐ Mop floor
☐ Take out trash
☐ Turn off all lights

Chapel Center    Main Post Chapel    Cavalry Chapel    INT______________

(Circle Chapel)

SOCIAL HALL

☐ Clean appliances used (coffee machine, microwave, etc.)
☐ Sweep/Vacuum floor
☐ Mop floor
☐ Take out trash
☐ Turn off the lights
☐ Check doors

Chapel Center    Main Post Chapel    Cavalry Chapel    INT______________

(Circle Chapel)

BATHROOMS

☐ Clean toilets
☐ Clean sinks
☐ Sweep floor
☐ Mop floor
☐ Take out trash
☐ Turn off all lights

Chapel Center    Main Post Chapel    Cavalry Chapel    INT______________

(Circle Chapel)
CHAPEL CLEANING CHECKLIST

CLASSROOMS

☐ Clean off chalk boards
☐ Clean Tables
☐ Sweep/Vacuum floor
☐ Mop floor
☐ Take out trash
☐ Turn off lights

Chapel Center  Main Post Chapel  Cavalry Chapel  INT______________

(Circle Chapel)

FINAL CHECKS

☐ All trash taken out and put in dumpster/ recycle bin
☐ All lights are off
☐ All areas cleaned
☐ All rooms restored to original configuration
☐ All doors are locked
☐ Security checklist SF701 completed

I have verified and checked that everything has been completed on this cleaning check list for __________________________ Chapel. I take full responsibility for any areas not properly cleaned and will be responsible for cleaning them.

Print and Sign__________________________________________________________

(Rank)  (Last, First)  (Unit)

________________________________________

(Contact information: Email, Office and Cell number)