

# CARE OF THE MEETINGHOUSE CHECKLIST

**TASKS TO BE COMPLETED BY RESPONSIBLE COMMITTEE ON FIRST DAYS, AFTER MEETING ACTIVITIES, DURING THE ASSIGNED MONTH. OTHER WILLING VOLUNTEERS ALWAYS WELCOME!**

- **Committees are notified during their assigned month by e-mail on Friday**
- **Please contact MHL with any comments, questions or supply needs. We depend on community feedback to prioritize supply and repair needs: [meetinghouse@annapolisfriends.org](mailto:meetinghouse@annapolisfriends.org)**

## ALL AREAS

- All windows closed and locked (windows lock to the left side) when leaving.
- All exterior doors locked (check from the outside) when leaving.
- Lights off in all rooms, halls, restrooms, and foyer. (*Porch, parking lot and cupola (foyer) lights are on timers and cannot be turned-off manually.*)
- Empty recycling containers into wheeled bin on back porch. (Recycling pick-up: Thursday AM)
- Empty all trash cans and reline with plastic liners (located under kitchen sink)
- **Remove trash from the premises – AFM does not have a commercial trash service at this time.**

## WORSHIP ROOM

- Chairs, furnishings, and equipment returned to their original setting.
- Sweep/dust or vacuum floor, as needed.
- **Leave doors to kitchen and foyer open to balance climate control system.**

## FOYER

- Sweep/dust/or vacuum floor as needed.
- Add paper/cone-shaped cups by water fountain (cups in MPR closet)

## KITCHEN

- Coffee pots unplugged, cleaned and thermos emptied.
- Faucets, oven, and stovetop turned off.
- Food removed from counters and counters wiped.
- Load dishwasher and run. Excess dishes washed by hand and placed in dishrack.
- Sweep the floor as needed.

## RESTROOMS

- Fill towel racks, hand soap containers, and toilet paper dispensers
- (Supplies in vanity, additional supplies in MPR closet)
- Sweep floor, if needed
- Faucets, lights, and fan switches off.

## CLASSROOM/NURSERY/LIBRARY

- Chairs, furnishings, and equipment returned to original setting/location.
- Vacuum, if needed (Vacuums in nursery and maintenance closet)
- **Leave doors to hallway open to balance climate control system.**

## OUTSIDE

- Check that retractable awning and patio umbrellas are closed in warm weather.
- Terrace chairs stacked and under roof edge.

## CONTACTS FOR ASSISTANCE/EMERGENCY:

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