THIS FORM NEEDS TO BE COMPLETED AND SIGNED BY THE EVENT LEAD

Resurrection GYM CHECK LIST

USER: _____ **EVENT:** _____

DATE: _____ **EVENT LEAD:** _____

THIS IS A <u>REQUIRED FORM</u> for <u>ALL USERS</u> of parish buildings.

NOTE: Non-compliance or failure to complete any task will result in forfeiture of future privileges and/or assessment of charges to your organization for janitorial service.

<u>INITIAL EACH ITEM BELOW AS COMPLETED</u>

GYM

	Guidelines and rules
	NO food items allowed in the Gym- Only water or covered drinks
	Only white sole shoes allowed on the court; bleachers side is ok for other shoes
	No stilettos allowed
	Afterwards
	Recyclable and trash taken to dumpster
	Return all items to how they were found
	Tables have been washed (use Clorox wipes or bleach spray)
	All decorations have been removed.
	Floors swept with long mop/sweeper
	Garbage cans have been emptied; garbage taken to the dumpster (can transport using green dolly); new liners put in cans
	Return everything to how it was found
	Debris in outside area of building has been picked up.
	Bathrooms are cleaned of all messes.
	Hoops returned to how they were found
	Lights are turned off automatically
	Doors are locked; TEST DOORS FROM THE OUTSIDE TO MAKE SURE THEY ARE LOCKED!

I have completed the above items and have secured the building:

_____ PHONE: _____

Print Name

_____ DATE: _____ TIME: _____

Signature

Questions Or An Emergency: Dennis (Facilities Super.) at 503.780.6898 or (Business Mgr.) at 503.505.4361

PLEASE LEAVE THE COMPLETED FORM IN THE BINDER.