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)