



## Limitless Outpost Facility Checklist

At the conclusion of your event, please leave the Outpost and related amenities in as-good or better condition than when you arrived. The Outpost is maintained by volunteers. Your help in keeping the facility in good condition will help to ensure its availability for use.

Please complete the Post Event Clean Up Checklist on clipboard and **slide the completed checklist under the office door.**

### ***Post Event/Ministry Clean Up Checklist:***

- Chairs and tables returned to original position
- Furniture and rugs returned to original position
- Kitchen appliances, counters, sink, floor, and tables cleaned and sanitized.
- All trash receptacles consolidated, packed out if over half full, and new bags put in place as needed.  
*\*Dirty diaper trash is to be emptied out always\**
- Bathrooms clean and toilets not running
- All interior doors left open for heating/cooling circulation
- All lights and fans turned off
- All exterior windows (kitchen, bathrooms, office, meeting rooms) closed and locked
- All event decorations and personal items removed
- Food removed from all areas, including refrigerator, oven, cabinets, etc.
- Floors swept and rugs vacuumed
- Exterior doors closed and locked
- Be sure key is returned to lock-box and lock-box closed and secured
- **\*\*CR-Thursdays ONLY\*\*** Stack chairs along wall for Friday mopping.