

Meetinghouse Exit Checklist
Green Street Friends Meeting
45 W. Schoolhouse Lane / Philadelphia PA 19144
267-285-0553

Name of Organization: _____ Mailing Address: _____

Name of Contact: _____

Contact Telephone: _____

Contact Email: _____

Meeting Representative: _____ Phone: _____ Email: _____

Please check off the following steps as you complete them. Outside groups will complete the checklist with the meeting representative and both parties will sign at the bottom.

KITCHEN

- Kitchen (including the refrigerator and freezer) is empty of food that your group brought.
- All non food items that you brought are removed.
- All dishes, pots and pans, and utensils are washed, dried, and returned to their original place.
- All counters and surfaces are cleaned and sanitized. Please do not use a steel scrubby on the stainless steel counters and sinks because it will scratch the surfaces. These are for the stove, and pots and pans only.
- Stove and ovens are turned off and clean (please note that a small pilot light will remain on next to each burner when it is in the off position).
- Coffee pots are rinsed, dried, and put away. Please do not submerge in water.
- Sweep and mop the kitchen floor. Mops and brooms are in the kitchen above the floor/mop sink, to the right of the stove.
- Put all trash, compost, and recycling in the receptacles in the dining. Please separate these three items. There is a receptacle for each. All food scraps, coffee grounds, and paper (napkins, paper towels etc.) go into the compost.
- Take all trash, compost, and recycling to the dumpsters when you leave. And replace with a new bag which is located under the wooden counter. The dumpsters are located behind the middle school, and the Meetinghouse key unlocks the gate to the dumpster area. There is 1 dumpster marked *Trash*, 1 marked *Recycling*, and the unmarked dumpster is *Compost*. If a meeting representative was hired, they will do this for you.
- Close and latch all windows (including in the bathrooms) and lock all doors. If a meeting representative was hired, they will do this for you.
- Turn off the heater/air conditioner by the kitchen window.
- Remove any signs you that you set up, inside and out.
- Turn off all the lights.
- Set the alarm and exit from the basement.

DINING ROOM

- Return the room to the way you found it. It is not necessary to put the chairs on top of the tables even if that is how you found them.
- Sweep the dining room and mop spills.
- Remove any signs you may have set up.
- Put all trash, compost, and recycling in the receptacles in the dining room on the basement floor. Separate these three items. There is a receptacle for each. All food scraps, coffee grounds, and paper (napkins, paper towels etc.) go into the compost.
- Take all trash, compost, and recycling to the dumpsters when you leave. If a meeting representative was hired, they will do this for you.
- Turn off all the lights.
- Lock all doors and windows, set the alarm, and exit from the basement door.
- When you leave the property, lock both parking lot gates on either side of the Meetinghouse.

MEETING ROOM and SOCIAL ROOM

- No food or beverages are allowed in the Meeting room or social room.
- There is a small trash can in the social room and hallway outside the meeting room. Empty it in the basement receptacle, wipe it out if needed, and return it.
- Return the room to the way you found it.
- Remove any signs you may have set up.
- Turn off all the lights.
- Lock all doors and windows, set the alarm, and exit from the basement door.
- When you leave the property, lock both parking lot gates on either side of the Meetinghouse.

OUTSIDE GROUNDS and PORCH

- Take all trash, compost, and recycling to the dumpsters when you leave. If a meeting representative was hired, they will do this for you.
- Turn off all the lights.
- Lock all doors and windows, set the alarm, and exit from the basement door.
- Remove any signs you may have set up.
- When you leave the property, lock both parking lot gates on either side of the Meetinghouse.

Signature of Renter: _____

Signature of Meeting Representative: _____

Date: _____