

Lock Up Check List

(Please check off each item as you complete it & return to the office with the key)

As a facility user at Saint John Vianney it is your responsibility to make sure the room you use is left clean and the proper lock up procedure is followed. The following form needs to be filled out. **PLEASE CHECK EACH BOX AS YOU COMPLETE THE LOCK UP TASK.** Please drop this form in the mail slot as you leave. We truly appreciate your help making sure everyone stays safe!

Organization Name: _____

Contact Person: _____

Date of Use: ___/___/___

Check in Time: _____ Check Out Time: _____

Contact Phone Number: _____

Facility: _____

***Please remember the front door to the Parish Office is to remain shut and locked at all times. Please assign someone to open the door for people. Do not let anyone in the building who is not from your group for safety reasons.**

Chapel

- All doors are closed completely.
- All lights are off
- Waiting room lights are off.

Conference Room

- Door to outside is locked
- Lights are off.
- Door to inside is shut and locked.
- Chairs are stacked & tables are left the way they were found.
- All trash is dumped outside.

Living Room & Work Room

- Push against door to patio to make sure it is locked.
- Lights are off.
- Air conditioning/Heating is off.
- Chairs are pushed in.
- All trash is dumped outside.

Dining Room / Kitchen

- Push against door to patio to make sure it is locked.
- All lights are off
- Windows are completely closed.
- Chairs are pushed in.
- Coffee pot is off, unplugged, rinsed, and clean.
- All used coffee grounds and filters are in the trash. (Do not empty in kitchen sink!)
- Door to the outside is locked completely.
- Ovens and stove are off.
- All trash is dumped outside.
- Dishes used by your group are cleaned and put away.

Garage

- Outside door is closed and locked.
- Shades are pulled down.
- Lights are off.
- Door to the inside Parish Office is locked, pinned and chained.
- All trash is dumped outside.

Last Group To Leave Parish Office

- Make sure all lights have been turned off downstairs.
- Front Door to the Parish Office and back door going to the backyard (by the back stairs) are locked.
- Double check to make sure all other rooms have been locked up according to the guidelines above.
- Leave the front porch light on.
- Double glass doors going to the front office are closed.
- Air conditioning/heating is off (switch in living room)

Main Hall

- Lights are turned off (includes restrooms).
- All trash cans are dumped & new garbage liners are put in cans.
- Tables are cleaned with water and soap and put away.
- Kitchen cleaned. (Penalty fee enforced if stove knobs broken and/or stove left dirty.)
- Floor is clean with water and soap. (Penalty fee enforced when not cleaned.)
- Doors are shut and locked completely.
- Food is not left in the kitchen.
- Gates HAVE BEEN SHUT AND LOCKED if you are the LAST GROUP TO EXIT SCHOOL PARKING LOT.**

School

- Lights are turned off.
- Chairs/Desks are how they were found.
- Anything written on the white board has been erased.
- Windows and doors are shut.
- The teachers/students things have not been touched.
- Any garbage has been taken outside.
- GATES HAVE BEEN SHUT & LOCKED if you are the LAST GROUP TO EXIT SCHOOL PARKING LOT.**

Church

- Windows completely shut.
- Lights are turned off/includes restrooms.
- ALL doors are locked and secured
- Sound system and projector are off and returned to its proper place.
- Check for any trash left inside Church.