

## OHC CLEANING CHECKLIST

- All trash picked up off the floor (in rooms that were used) and put in trash container
- Food on the floor has been vacuumed
- Spills have been mopped
- Countertops clean
- All seats in the sanctuary have been placed on their markings
- Tables & chairs have been put back exactly as they were found
- Toilets and urinals flushed
- Trash containers emptied
- If empty, replace paper towels
- Lights turned off
- Empty trash containers into large trash container in Fellowship Hall
- Put that bag into outdoor container (replace bag)