

St. Andrew's Parish House Checklist

Arriving

- Make note of any damage to room or its contents when you arrive. Bring any serious damage to the attention of staff immediately.
- Turn on lights – switches are located on either side of doors into the hall.
- Turn up heat to 68° or A/C down to 74° at the thermostat located to the right of the door to the main kitchen and to the left of the fireplace. Use the up and down buttons to set the correct temperature. For heat, make sure switch on the bottom is set to Heat. For A/C, make sure switch is set to AC. Keep fan on AUTO position and not ON position. Help conserve energy -- make sure no doors or windows are open while heat or AC is on.
- If tables are moved, lift them to the desired position – do not drag them. Additional tables are underneath the stage area in the front of the room.
- If you have not paid to use the kitchen and/or auxiliary room (Sunday school room), please keep doors to those rooms closed and do not have anyone enter those areas.
- If you have paid to use the kitchen,
 - Turn on lights.
 - You may utilize spare room in refrigerators for temporary storage.
 - DO NOT pour grease or garbage down drains – please use garbage cans to dispose of refuse.
 - Please locate fire extinguishers prior to using kitchen.
 - Please use exhaust fans when using ranges.
 - If you paid to use kitchen to prepare food, you may use pots and pans and utensils.
 - No use of church china, glasses or flatware is allowed.

Leaving

Note: A representative from the St. Andrew's Property Committee will inspect the space at the conclusion of your use to ensure that the space has been cleaned and returned to its original configuration and there are no damages.

- If you desire to have the post-event inspection done by a church official while you are present, call John Nicholson two hours before you leave and arrange the inspection. Cell phone: 410-422-0268.
- All trash is taken out and placed in trash receptacles outside the back kitchen door. New trashbags are placed in the trash cans in the kitchens. Trashbags are stored under the sink of the small kitchen.
- Tables are wiped down and disinfected if food has been served on them.
- Tables and chairs are put back in their original positions. Extra tables are returned to their storage area. Carefully stack additional chairs. See illustration on back for correct set-up.
- All decorations are carefully taken down and removed from the hall walls, doors, etc.
- Kitchen is cleaned; all pots, pans and utensils are cleansed and rinsed in soap and hot water and placed where found; counters and range areas are wiped down, floors swept and mopped. Any food you stored in the refrigerators is removed.
- Thermostat is adjusted: During cool months, heat is turned down to 60°; during hot months, AC is turned up to 80°.
- All lights in kitchens, hall, vestibule, auxiliary room and bathrooms are turned off.
- Bathrooms are swept and/or mopped.
- Floor is vacuumed, if needed.
- All outside doors are closed and locked, including: 2 kitchen doors, handicapped door in hall, and front door.

Thank you for using St. Andrew's Parish House.

Parish Hall Tables and Chairs are to be left as illustrated below:

