



Church of Hope Building Clean-Up Checklist

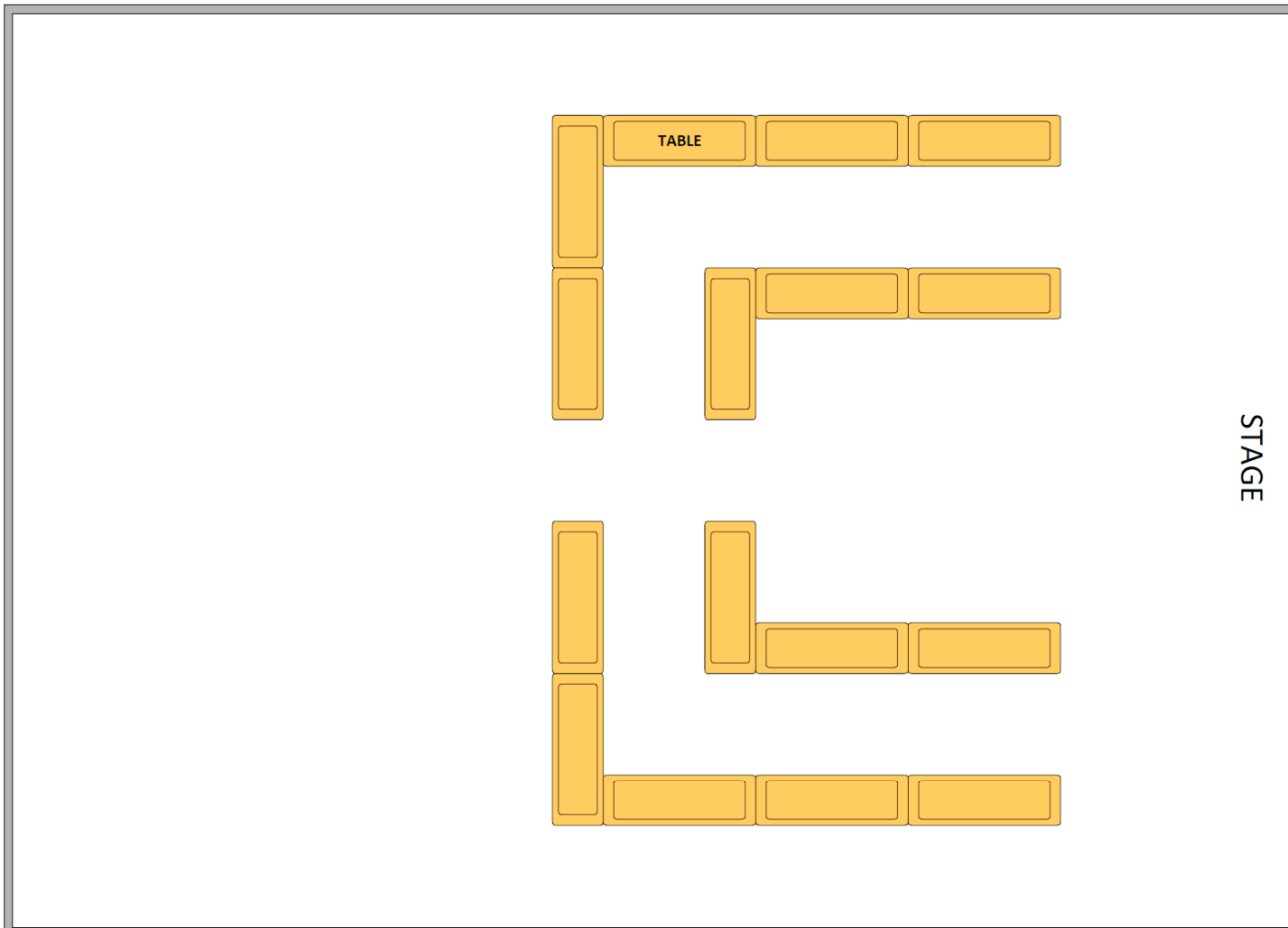
Columbia City Church of Hope is a progressive faith community rooted in God's grace and acceptance where we work together toward justice, love, and wholeness.

To help us keep the building clean, please take care of the following items before leaving:

- General clean up and tidying
- Wipe down any surfaces used
- Return any furniture moved back to original locations (as shown in the *Furniture Layout Map*)
- If using the kitchen, please wash and dry dishes, cups, utensils, etc.
- Take out excess garbage to bins (location shown in the *Building Map*)
- If last one using the building:
 - Lock all doors and access points that may have been used
 - Turn off any electrical equipment used (PA system, microphones, etc.)
 - Turn off lights
 - Lock outer doors
- Return key to lockbox

We appreciate your assistance in keeping the Church tidy for our members and the rest of the community!

CHURCH OF HOPE



Church of Hope Recommended Furniture Layout -Basement location

-Please return the tables and chairs to the following configuration for the next participants.
THANK YOU FOR YOUR COOPERATION!

KITCHEN