

**CENTRAL PRESBYTERIAN CHURCH  
COMMUNITY HOUSE  
PROCEDURES FOR DAY OF DEPARTURE**

<b>CLEANING</b>	✓
Vacuum rugs. Vacuum is located in the laundry room.	
Clean sinks in the kitchen and bathrooms. Supplies are under kitchen sink.	
Clean toilets and showers.	
Empty trash into dumpster located at the back door of the church.	
Wash sheets and towels. Fold and place in linen closet.	
<b>LIGHTS AND APPLIANCES</b>	✓
Turn off all lights.	
Do NOT leave with any appliance running; i.e. dishwasher, washer/dryer.	
Unplug toaster, coffee maker and TV.	
<b>DOORS AND WINDOWS</b>	✓
Make sure ALL doors and windows are closed and locked.	
Lower all window shades to the window sill.	
<b>REFRIGERATOR</b>	✓
Take all of your food with you.	
<b>THERMOSTAT</b>	✓
Winter: set at 60 degrees.	
Summer: set at 80 degrees.	
<b>KEYS</b>	✓
Leave keys on dining room table with this form, dated and signed.	

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Group Name:** \_\_\_\_\_