

# Facility Set-Up and Clean-Up Guidelines

Redeemer Evangelical Free Church

In general the custodial staff is responsible to ensure that the facility is ready for the next ministry event. This could include table and chair set-up (as requested on the **Facility Use/Room Set-Up Form** and negotiated with the custodians) and clean-up of the facility. *However*, the custodial staff does not work 24/7. We are all part of the Redeemer church family and need to do our part to help take good care of the building and equipment that God has provided for us. We also need to **be considerate to our brothers and sisters in Christ by not leaving a mess**. Therefore, the Trustees ask that you please follow these guidelines:

## **General Clean-Up** includes:

- 1) All church supplies and equipment put back where they belong. If you don't remember where you found them, please take the time to ask so that others will not be forced to waste their time trying to find them;
- 2) All personal supplies and equipment packed up and removed from the facility. If things are left behind, they will be placed in our "Lost and Found".
- 3) Counters washed;
- 4) Tables washed;
- 5) Garbage tied and put in the dumpster (optional but greatly appreciated);
- 6) Carpet vacuumed (optional but greatly appreciated);
- 7) Tables and chairs straightened;
- 8) Reset-up room as agreed upon according to the **Facility Use/Room Set-Up Form**;
- 9) Hallways – do a quick walk around and pick up any coffee cups or trash that your group may have left behind;
- 10) Lights turned off;
- 11) Accidents happen – if something was spilled or broken or just needs attention, clean it up as good as you can, then please make out a **Service Request Form** and put it in the custodian's mailbox in the copier office so that it can be taken care of ASAP. Forms can be found next to the staff mailboxes in the copier office;
- 12) Outside doors – PLEASE be sure they are locked.

**Kitchen Clean-Up** – **Regardless of which group** uses the kitchen, **they** are responsible to leave it cleaner than they found it. There is a **Kitchen Directory** behind the hall door that lists all the items in the kitchen and where they are stored. Every group using the kitchen needs to follow and fill out a **Kitchen Checklist** also found behind the hall door to help get the kitchen put back in order. In general, the custodians are responsible for mopping the floors, but if spills occur, please be courteous and clean them up. Everything else **must** be cleaned up by those who use it.

**Regularly scheduled weekly and monthly events** – Table and chair set-up is the responsibility of the custodial staff. If there is a change in the customary set-up or if there are new ministry events that require a set up, then a ***Facility Use/Room Set-Up Form*** with diagram must be submitted to the head custodian no later than one week before the event. Otherwise the people involved with the event will be responsible for the set-up. The group is responsible for general clean-up.

**Special Events inside the church body:**

**Redeemer ministry event involving less than 100 people** – The ministry team planning the event is responsible to submit a ***Facility Use/Room Set-Up Form*** with diagram to the head custodian at least one month before the event. Otherwise the people involved will be responsible for the set up. The ministry team will be responsible for general clean-up.

**Redeemer ministry event involving more than 100 people** – The ministry team planning the event is responsible to submit a ***Facility Use/Room Set-Up Form*** at least one month before the event and to find people for set-up and General Clean-Up. A custodian or representative of our church will be present at the end of the event to help with and give direction to the clean-up and reset-up.

**Personal Use** – If the event is of a personal nature (i.e. a member uses the building for their anniversary party) there will be no charge to use the facility but a ***Facility Use Application*** needs to be submitted at least one month prior to the event. The member is responsible for everything, including set-up, general clean-up, and resetting up the room(s) for the next event (basically leaving the room(s) cleaner than they found it). A custodian or representative of our church will be present at the end of the event to help with and give direction to the clean-up and reset-up.

**Special Events outside the church body** – A ***Facility Use Application*** needs to be submitted at least one month prior to the event. The Church Office will coordinate arrangements with the outside group and our custodial staff. The outside group is responsible for set-up and clean-up. In the event of a wedding, our Wedding Coordinator will be the one to coordinate. A custodian, representative of our church, or Wedding Coordinator will be present before, during and at the end of the event to help with and give direction to set-up, clean-up and reset-up.