

**Parkside Lutheran Church
2 Wallace Ave.
Buffalo, NY 14214
User Checklist**

Group: _____

Room(s) used: _____

Date: _____

Windows closed _____ Floors cleaned of debris _____

Leftover food removed _____

Tables and chairs restored to original positions _____

Items removed from storage replaced _____

Toilets flushed and faucets turned off _____

Trash placed in proper receptacles _____

Lights turned off _____

Kitchen: stove turned off _____ appliances turned off and cleaned if
used _____ sinks cleaned and faucets turned off _____ Lights turned
off _____

Comments _____

Signed: _____ Time out of building _____