

# ST. ELIZABETH ANN SETON

## CHECK LIST

- 1 Make certain all doors are closed/latched/locked \_\_\_\_\_
- 2 Turn all lights off \_\_\_\_\_
- 3 All trash taken out to dumpster \_\_\_\_\_
- 4 Check bathrooms (all toilets and urinals flushed) \_\_\_\_\_
- 5 Faucets in bathroom and kitchen are turned off \_\_\_\_\_
- 6 all tables and chairs are put back in the proper place \_\_\_\_\_
- 7 Do not adjust temperature on thermostat \_\_\_\_\_
- 8 Do not leave doors propped open \_\_\_\_\_
- 9 Return keys on time \_\_\_\_\_
- 10 Sweep floors \_\_\_\_\_
- 11 Do not leave food in the refrigerator or freezer \_\_\_\_\_

Name \_\_\_\_\_

Ministry \_\_\_\_\_

Phone Number \_\_\_\_\_

Date in Use \_\_\_\_\_