



First Congregational Church in Thetford

United Church of Christ

PO Box 69, Thetford, Vermont 05074

(802) 785-2915

Rev. Robin Junker-Boyce, Pastor

CLOSING CHECKLIST

General:

- **Return space to original configuration**
 - Replace any furniture, lights, books, etc. which have been moved
 - store chairs in racks; tables against South wall in Newcomb Rm.
- **Close and lock windows**
- **Clean up:**
 - wipe down tables, counters, sinks (kitchen and bathrooms)
 - vacuum if necessary (including hallway, stairs, and bathrooms)
 - put all garbage and trash in outside container (don't forget bathrooms)
 - take recycling with you (church functions may use bins in kitchen)
- **Instruments:**
 - return piano(s) to regular place, if moved
 - be sure piano humidifiers are plugged in (Newcomb Room & Sanctuary)
 - cover piano(s)
 - turn off organ switch – lock organ loft door
- **Lock doors:**
 - outside doors to Sanctuary, Annex, and Handicap Access
 - return keys to hall closet

Kitchen:

- **check stove burners** and oven
- **remove** any food/ beverages you brought in from the refrigerator
- **wash** dishes and utensils and **return** to cupboards
- **clean** sink and counters
- **take** dish towels to wash (please return promptly)
- put all **garbage and trash** in outside container
- take **recycling** with you (church functions may use bins in kitchen)