



# the Friendly Meetinghouse

3201 Boston Harbor Road NE, Olympia, WA 98506 | (361) 239-2708 | rentals@friendlymeetinghouse.com

## EVENT WRAP-UP CHECKLIST

*"Many hands make light work!"*

We have printed one-sided so that you may cut apart and hand out sections of this list

### RESTROOMS

#### **Water running in toilets or plumbing problems? NOTIFY US IMMEDIATELY.**

- Bathroom trashcans are less than ½ full.
- Bathroom trashcans lined. (Liners in mop closet)
- Toilets unclogged and in good working order

### KITCHEN

- Both refrigerators and freezers emptied of your food
- Used coffee filters in compost
- Tea & coffee pots emptied and rinsed
- **Laundry** in blue net bin.
- **Sinks, sink strainers and tubs** drained and cleaned.
- **Floors** swept, spills mopped.

#### **Dishes sanitized** as required by the Health Department *either in the dishwasher or*

- Hand-washed with soap
- Then rinsed in water with 1 capful of bleach,
- Then rinsed in plain water
- Then air-drying in drying racks. (Extra racks below sink.)

#### Kitchen receptacles

- Glass recycling: Renter hauls all glass away
- Indoor recycling: No glass, less than ¼ full, clean items only
- Indoor trash: Less than ¼ full – **no food left in any bins**
- Trashcans are lined. Bags in mop closet.

### WASTE

#### ***Help discourage mice in the building. No food left in kitchen or on grounds.***

- All food in compost
- Compost collectors: EMPTIED INTO GREEN CITY BIN

- **Compost & recycling** in *appropriate* City bin (no glass)
- **Trash: Haul away what doesn't easily fit in the City bin** - it must close to deter animals

#### MEETING HALL

- Spills mopped
- **Wooden chairs** set up in an oval facing center (preferred, see clipboard pic.) OR stacked against back wall and window wall (o.k.)
- **Leave a 4-foot wide path** for people with wheelchairs in seating arrangement you leave

#### ENTRY

- Check for forgotten clothing, personal items.
- **Folding chairs**, red **stacking chairs**, and **large folding tables** in closets
- Extension cord in closet
- Whiteboards in closet

#### INDOOR WALK-THROUGH

- **Oven OFF**
- **Range OFF**
- **Big fridge UNPLUGGED** & propped open with a towel
- **Coffee & tea machines UNPLUGGED**
- **Kitchen closet & kitchen lights OFF**
- Bathroom lights OFF
- Main Hall & Entry lights – **switches are in the main hall**

#### PERIMETER

- **Please walk the building perimeter to check (1 minute)**
- Look for stray dishes/lost & found
- cigarette butts? Place in trash or butt containers
- **All doors locked**
- **If you cannot secure doors, please notify us**
- Return key to lockbox. You may need to "Reset" using the lower switch and try combo again.
- Text ALL DONE to (361) 239-2708 just before you leave

*Thank you for renting the Friendly Meetinghouse from Olympia Monthly Meeting (Quakers). We welcome your feedback and comments. Please email them to [rentals@friendlymeetinghouse.com](mailto:rentals@friendlymeetinghouse.com)*