

St. James Catholic Church

Clean-Up Guidelines

for Groups Reserving Space in Our Facilities

Revised February 1, 2017

1. Leave the room in the same condition as when you entered it. Do not assume that our facilities staff will clean the room before the next group arrives to use it.
2. Take with you everything you brought into the room, including food. Abandoned items will be thrown away unless agreed upon beforehand.
3. NEVER leave alcohol of any kind in our refrigerators or rooms. The presence of children on our campus every day makes this mandatory.
4. Wipe down table tops and counters.
5. Clean all kitchen items used, if any, and put them back in their original locations.
6. Check that all sinks and bathrooms are left in ready-to-use condition for the next group.
7. Pick up large debris from floor and put in trash cans. If large trash cans provided become full, pull out bag and tie it off and replace with new bag. If you have a lot of trash, bring the trash bags to the dumpster between the gym and the teachers' parking lot. Place the bags in the trash dumpster, not in the recycling dumpster.
8. Sweep/mop if your group left a lot of small debris or sticky spots on the floor.
9. Inspect the entire space used by your group before departure. Report any damage to our facilities staff.
10. Turn off all lights and close the doors.