

UUCSC Facility Use Policy  
**APPENDIX D**

**Checklist for closing the building**

- Sanctuary chairs must be returned to their required configuration.
- Kitchen counters must be clean. No food can be left out. Leftovers must be removed.
- All trash and garbage must be securely bagged and left in the kitchen.
- All rooms that were used must be swept. The broom is in the Oneto Room closet.
- Thermostats must be lowered or air conditioning must be turned off.
- All lights must be off.
- All windows and interior doors must be closed and locked.
- Exterior doors must be locked.