

PACK UP/CLEAN UP

One way we can serve Christ is by packing up the Gathering well. So far we've had a good relationship with the Uniting Church and we want to keep it that way by leaving the building in the best condition possible.

Note – for safety reasons don't let children (12 or under) in the kitchen

Clean up

- Wash up and put away everything
- Wipe kitchen benches
- Empty kitchen bins and re-line. (Spare bin liners are under sink)
- Sweep or vacuum foyer, kitchen
- Wipe hard floors as necessary

Pack up

- Put away sound gear (see James Coomer)
- Return data projector table and lectern to auditorium
- Stack red chairs as the signs indicate - exactly 8 chairs in a stack, exactly where the signs say
- Put away excess red chairs in the store room or back where they were in the auditorium
- Stack excess plastic chairs against front wall
- Restore Auditorium seats where we have messed them up
- Make sure crèche is tidy
- Vacuum carpet of main room and crèche
- Make sure downstairs is arranged how it should be
- Turn off all lights - upstairs, downstairs, storeroom, toilets, upstairs toilet, foyer, hallway...
- Lock up