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| **Kitchen/Dining Room** | **Complete** | **Issues** |
| **Kitchen:** |  |  |
| 1. Return all dishes, pitchers, baskets, glasses, kitchen utensils, pots & pans and tablecloths to their proper places according to labels…straight and how you would like to find everything next time you come.
 |  |  |
| 1. Maintain order in the 3-Door cooler, cleaning bottom of cooler, door glass and shelves, inside and out.
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| 1. Wash and dry all dish cloths, rags, aprons, towels and tablecloths, fold and store in proper bins or shelves.
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| 1. Mop kitchen floor, walk-in floor and pantry floor with designated cleaner. USE ALL OF IT in a mop bucket of hot water. Return bucket to outside and hand mops outside to dry.
 |  |  |
| 1. Floor mats: take outside and hose down, clean with soapy water and brush if needed. Leave outside to dry and then return to on top of the kitchen table (next to 3 compartment sink). DO NOT PUT THROUGH DISHWASHER. DO NOT PUT BACK ON THE FLOOR.
 |  |  |
| 1. The following equipment must be clean inside, outside, underneath and on top of (all surfaces)….:
2. **Coffee maker**: turn off after breakfast on last day, empty, let cool, clean with soapy water, rinse thoroughly, wipe out with clean cloth
3. **Tea machine**: turn off, empty urns. clean with soapy water, rinse.
4. **Ice machine:** clean exterior and top, keep scoop in it’s holder.
5. **Warmer/proofer**: turn off, clean exterior, interior and door with soapy water and window cleaner…NO CHEMICALS!!! Remove trays
6. **Microwaves:** clean interior and exterior…remove all food.
7. **Convection ovens**: remove shelves and clean, clean floor and doors of ovens. Return shelves.
8. **Cooking ranges:** clean stove tops, drip trays, exterior including knobs and oven shelves. Replace aluminum foil liners on drip trays of oven and 2-pot stove. (foil should ONLY cover the bottom of the trays, not over the edges)
9. **Can opener**: wash.
10. **Pot filler:** wipe down all moving parts…no fingerprints. 😊
 |  |  |
| 1. Clean all stainless steel counters, sinks, ovens, dishwasher, tables (including legs), etc. (Stainless steel should be shiny and smooth to the touch).
 |  |  |
| 1. Dishwasher: empty, clean both filters, remove and clean drain from dirty dish side. Also, clean rubber garbage insert…DO NOT put in dishwasher. Clean top and outside of dishwasher.
 |  |  |
| 1. 3-Compartment sink must be empty and clean.
 |  |  |
| 1. Freezer: remove food, clean exterior, top and wipe down inside.
 |  |  |
| 1. Walk-in cooler: remove or organize all food, clean shelves, and door (inside & out). Sweep and mop floor (shelves are on wheels, so move them to clean corners and floor under shelves). Use one shelf for food left for the next weekend. (North Georgia: Put food to be donated into boxes, then onto carts, ready for pick up at back door @3:30.)
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| **Dining Room:** | Complete | Issues |
| 1. Remove any personal decorations and discard or take home. Return all King’s Retreat decorations to the pantry in the proper labeled bins.
 |  |  |
| 1. Return any banners to the Agape room
 |  |  |
| 1. Turn blessing boards around backwards again
 |  |  |
| 1. Replace all utensils, dishes, baskets, carafes, etc. to their proper location and straighten shelves
 |  |  |
| 1. Clean counters and cabinet doors
 |  |  |
| 1. Vacuum floor. (also after closing if needed)
 |  |  |
| 1. Return 17 white tables to outside wall, stacked 9 on bottom, 8 on top. DO NOT FOLD LEGS. Leave them standing
 |  |  |
| 1. Return folding chairs to wall by carport, stacked in rows of 15. Extra chairs are stored in the Servants’ Den (24) and behind the Chrysalis room (2 boxes of 24 each)
 |  |  |
| 1. Empty all trash cans; take cans outside and hose out, take trash to dumpsters, put in new liners. After closing, return 7 clean large trash cans to dining room wall (backside of pantry).
 |  |  |
| 1. Remove all food items from drawers in dining room and under coffee maker…return to pantry storage.
 |  |  |
| 1. Pantry…organize shelves, return all decorations to proper bins, and store 2 brown tables, all (8) rolling carts, ladder, step stool and 2 vacuums
 |  |  |
| 1. Make sure all items that were borrowed by dorm, Supply- Literature Coordinator, or Facilities Coordinator are returned, clean and put where they belong.
 |  |  |
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| **General Instructions:**1. CARPET: Please blot up spills, clean with water only, do not use chemicals or cleaning solutions.2. Please do not use nails, glue, screws, tape, etc. on walls, ceilings, or doors. Double sided mounting squares are provided for you.3. Do not write with marker or tape or sharpies on any equipment or utensils. Use dry erase where appropriate.4. Please confine smoking to outside the Conference Room ‘A’ double doors, outside the dorm hallway, outside the chapel double doors and in front of the White House.5. All trash accumulated during the weekend is to be placed in trash bags, tied off and put in the dumpsters by the back gate. All trash is to be removed from the building at the end of the weekend. |  |  |
| QUESTIONS: Ask Gwen Hamill 770-855-6499 |  |  |

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| **Large Chapel/Prayer Chapel** | **Complete** | **Issues** |
| **Large Chapel:** |  |  |
| 1. Chapel Set-Up:
2. Place 64 cushioned chairs in 8 rows facing front with large middle aisle.
3. Place 4 chairs behind speaker table at far end and 2 along the back wall by door. (Total 70 chairs).
4. Place cross & kneeling rails to long wall opposite doorways.
5. Place Podium and altar table to front wall.
6. Replace votive candles along the walls with new ones.
 |  |  |
| 1. Dust altar rails, piano, podium, sound box and speaker table.
 |  |  |
| 1. Vacuum floor. Return vacuum to Chapel closet or Servants’ Den.
 |  |  |
| 1. Empty trash cans and replace with new liners.
 |  |  |
| 1. Return tissue boxes to top shelf in Chapel closet.
 |  |  |
| 1. Return all music equipment to music closet, DVD’s to proper storage closet, leave remotes on top of sound equipment in the back of the room and turn off the sound & DVR equipment.
 |  |  |
| 1. Return any banners to Agape room.
 |  |  |
| 1. Return any prayer posters or boxes, silence signs and wooden cross holder cross to Chapel closet.
 |  |  |
| 1. Clean, wash, all communion cloths, chalices, patens and shrouds and return them to the Chapel closet.
 |  |  |
| **Prayer Chapel:** |  |  |
| 1. Remove trash.
 |  |  |
| 1. Remove tissue boxes, return to Chapel closet.
 |  |  |
| 1. Clean candle holders and replace candles.
 |  |  |
| 1. Vacuum floor.
 |  |  |
| 1. Straighten pillows & dust altar.
 |  |  |
| 1. Turn off and unplug floor and cross lighting dimmers.
 |  |  |
| **Exterior:** |  |  |
| 1. Return all luminaries to inside the shed outside Agape.
 |  |  |
| **Hallways:** |  |  |
| 1. Assist dorm in vacuuming hallways.
 |  |  |
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| **CONFERENCE ROOM ‘A’/SERVANTS’ DEN** | **Complete** | **Issues** |
| **Conference Room ‘A’:** |  |  |
| 1. Conference room Set Up: Six round tables set up with 8 chairs each. One small rectangular table with 2 chairs near outside double doors, two long brown tables with 10 chairs on Servant’s Den wall.
 |  |  |
| 1. Remove all posters/talk related items, General Agape letters and personal items.
 |  |  |
| 1. Return all tissue boxes to Chapel closet and banners to Agape Room.
 |  |  |
| 1. Clean podium, altar table (melted wax too), all tables and white board.
 |  |  |
| 1. Return all utensils, misc. supplies to proper locations…WTE closet, Servants’ Den, Dining Room, Kitchen, Chapel, etc.
 |  |  |
| 1. Return any extra tables and chairs to proper locations.
 |  |  |
| 1. Vacuum floor. And empty trash, put new liners in trash containers.
 |  |  |
| 1. Please empty cigarette butts from container outside double doors.
 |  |  |
| **Servants’ Den:** |  |  |
| 1. Return all borrowed supplies and utensils to kitchen and dining room cabinets/pantry.
 |  |  |
| 1. Remove all perishables from refrigerator, take food donations to kitchen before 3:00, remove snacks, sodas & water to proper closets.
 |  |  |
| 1. Return any supply items (pens, markers, tape, scissors, etc.) to proper closet (NGa, NWGa, Cursillo).
 |  |  |
| 1. NGa – Check all first aid kits and replenish as needed. Others provide list of first aid needs at closing.
 |  |  |
| 1. Clean all counter tops, microwave, coffee makers, and crock pots if used. Don’t forget to unplug them, too.
 |  |  |
| 1. Return all lap afghans to storage box, wash and dry if needed.
 |  |  |
| 1. Empty trash cans, take trash to dumpsters, put new liners in trash cans.
 |  |  |
| 1. Ensure 24 folding chairs are returned to box in Den.
 |  |  |
| 1. Empty and leave ice chest open to dry.
 |  |  |
| 1. Vacuum floor.
 |  |  |
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| **AGAPE** | **Complete** | **Issues** |
| **Agape:** |  |  |
| 1. Remove all labels off mailbox cubbies; leave a shelf clip in each box.
 |  |  |
| 1. Hang all banners neatly in numerical order. Check that all banners are returned and hung properly in numerical order.
 |  |  |
| 1. Straighten and return supplies to cubbies following labels.
 |  |  |
| 1. Clean tables, counters, and erase and clean white board.
 |  |  |
| 1. Empty trash cans, take trash to dumpsters and put new liners in trash containers.
 |  |  |
| 1. Remove, discard extra, left over agape or return to person donating it. DO NOT leave it behind.
 |  |  |
| 1. Return extra chairs to where they belong (folding chairs to Servant’s Den or Dining Room).
 |  |  |
| 1. Vacuum floors.
 |  |  |
| **Hallway:** |  |  |
| 1. Assist Dorm in vacuuming hallways
 |  |  |
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| QUESTIONS: Ask Gwen Hamill 770-855-6499 |  |  |

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| **DORM/SHOWERS/BATHROOMS** | **Complete** | **Issues** |
| **All Dorms: (including Shepherd’s Staff)** |  |  |
| 1. Remove all personal items in time to display ‘lost & found’ items for participants to find.
 |  |  |
| 1. Remove all name tags from beds, empty water bottles and trash.
 |  |  |
| 1. Wash & dry all ‘borrowed’ (King’s Retreat) blankets, towels, sheets, etc. & return to shower room shelves. Return KR pillows, too.
 |  |  |
| 1. Return any borrowed items to proper locations. i.e. coffee carafes to kitchen, tissue boxes to kitchen cabinet or Chapel closet, King’s Retreat extension cords and power strips to supply room, banners to Agape, etc.
 |  |  |
| 1. Empty trash cans and put new liners in trash containers.
 |  |  |
| 1. Vacuum dorm floors and under bunks, look for slippers, shoes, trash, etc. (Two Shark vacuums are available that go under bunks.)
 |  |  |
| 1. Dust bunks & window sills.
 |  |  |
| 1. Please empty cigarettes from butt container outside dorm hall door.
 |  |  |
| 1. Leave dorms with only bunks and clean trash cans with liners in them.
 |  |  |
| **Showers & Bathrooms**: (include Conf. A & B bathrooms, Chapel, Chrysalis room & Dorms) |  |  |
| 1. Return ‘agape’ soaps, shampoos, etc. to containers under the sinks in shower rooms. Discard those that are partially used.
 |  |  |
| 1. Wash and dry any used King’s Retreat towels and bedding and return to shower room shelves.
 |  |  |
| 1. Wash but DO NOT DRY shower mats. Hang over shower rods to dry. Also spread shower curtains out and pull to outside so they dry completely.
 |  |  |
| 1. Clean all showers, toilets, mirrors, sinks & counters. Hose is provided to rinse showers easily after cleaning.
 |  |  |
| 1. Empty trash cans, take trash to dumpsters and put new liners in trash containers.
 |  |  |
| 1. Return folding chairs to proper storage boxes (Chrysalis or Dining Room).
 |  |  |
| 1. Clean all floors with Shark steamers, using distilled water.
 |  |  |
| **Hallways**: |  |  |
| 1. Empty trash cans, take trash to dumpsters and put new liners in trash containers.
 |  |  |
| 1. Remove decorations/items posted on bulletin boards, return banners to Agape Room.
 |  |  |
| 1. Vacuum.
 |  |  |
| **Conference Room ‘B’ (Chrysalis Room)** |  |  |
| 1. Reset benches (two rows of 7-8, remainder along side walls), table, cross and podium.
 |  |  |
| 1. Return any folding chairs to proper storage boxes (24 in each box); extras should go to Dining Room.
 |  |  |
| 1. Empty trash cans, take trash to dumpsters and put new liners in trash containers…Bathrooms are final check after closing!
 |  |  |
| 1. Dust window sills, ledges, and vacuum floor…turn off fans.
 |  |  |
| 1. Check outside for litter.
 |  |  |
|  |  |  |
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|  |  |  |
| **White House:** |  |  |
|  |  |  |
| 1. Clean both restrooms and showers.
 |  |  |
| 1. Empty trash cans, take trash to dumpsters and put new liners in trash containers.
 |  |  |
| 1. Wash shower rugs and return to shower rods to dry.
 |  |  |
| 1. Return all utensils and dishware to kitchen to clean.
 |  |  |
| 1. Return ‘borrowed’ bedding to closets in White House. Wash & dry any sheets/blankets as needed.
 |  |  |
| 1. Mop bathroom & entrance floors.
 |  |  |
| 1. Vacuum carpet.
 |  |  |
| 1. Check refrigerators, remove food & clean inside and outside.
 |  |  |
| 1. Check outside/porch area for litter, remove cigarette butts from container.
 |  |  |
| 1. Return rocking chairs to foyer inside Women’s side.
 |  |  |
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