

MEETING HOUSE AT PRIEST POINT CLOSERS CHECKLIST

RESTROOMS

- ▶ **Running / problem toilets — NOTIFY US IMMEDIATELY**
- Toilet paper if needed (in chairs closet)
We take care of restroom soap, paper towels, and clean-up

KITCHEN

- ▶ **OVEN / RANGE OFF**
- ▶ **Coffee and tea pots unplugged**
- Dishes washed and drying in racks. (More racks above big fridge)
- Sinks and tubs drained and cleaned
- Floor swept, spills mopped
- Coffee pots emptied and rinsed. Coffee filters and grounds — green bin
- Check refrigerators; big fridge unplugged
- Laundry in blue net bin
- Please — no perishables left behind
- ▶ **TRASH, COMPOST, RECYCLING in appropriate bins. See instructions**
Please pay for or haul extra garbage

MEETING HALL

- Large folding tables put away
- Folding and stacking (red) chairs put away
- Chairs set up in a square or oval facing center preferred; stacked against wall o.k.
= **Wheelchair passage please:** if circle / square, chairs 4' away from north (thermostat) wall
- Heat reset ("Schedule")

ENTRY

- Check for forgotten clothing, personal items

FULL BUILDING

- Check building and grounds for dirty dishes, cigarettes, lost & found
- All light switches off — kitchen, bathrooms, closets, main hall
- ▶ **ALL DOORS LOCKED — Please walk the building perimeter (1 minute)**
- Key put away (Can't? — reset with lower switch and try combo again)

— — — — —
▶ **IF YOU CANNOT SECURE ALL DOORS, PLEASE NOTIFY US IMMEDIATELY**

— — — — —
*Thank you for renting from us.
The Meeting House at Priest Point
and Olympia Monthly Meeting, (Quakers)*

*(important / emergency phones — area 360)
352-9009 or 688-9476, (Glen); 943-2503 (Jane / Alan)
back-up contacts: 943-0489 (Kathleen); 705-3193 (Greg); 491-3998 (Dolly)*

The Meeting House at Priest Point — 360-754-4028 • 3201 Boston Harbor Rd NE • Olympia, WA 98506