

MEETINGHOUSE 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 an oval facing center preferred; stacked against back wall and window wall o.k.

= **Wheelchair passage please:** circle 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)
790-9747 (Callie) or 943-2503 (Jane / Alan);
back-up contact: 943-0489 (Kathleen)*

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