

Saint Anne Parish

Post Event Checklist

At the conclusion of your meeting or event, please use this checklist to assist you in ensuring the facility is left in good order. Thank you for your commitment to caring for your parish home.

Please be sure that

- Any room(s) used by your ministry or group have been returned to their original condition (tables/ chairs replaced to their original location, etc.)
- Any equipment or supplies that were used have been returned/ put away
- The condition of bathrooms are checked and policed as needed

If the kitchen was used to prepare food, please make sure that

- All trash was placed in a garbage can, appropriate recycles put in marked bin.
- Food and coffee grounds were not placed in the sink
- Any equipment that was used was returned to storage area
- All dishes, silverware, glassware, etc. was washed and returned to the cabinet/ drawers. *(Parish ministry events)*
- Countertops were wiped down
- If food was served in Hall, tables were wiped and any food/ drinks that may have fallen on floor was cleaned
- All food brought by your group or ministry is disposed of or removed. Nothing should be left in the kitchen or refrigerator.

Before you leave, please be sure that

- All lights have been turned off
- All windows have been shut/ locked
- All exterior doors to the building have been locked, including the elevator and elevator entry.

Damages/ Concerns:

If while using the facility you become aware of any damages, please report those to the Parish Office during regular business hours by calling 978-486-4100 or by emailing StAOffice@LWCatholic.org to report the damage. We ask that you also make us aware of any other concerns (no paper goods in the restroom, for example).

Thank you for your assistance and cooperation!