

**TROOP 220, Sandia District, GSWC
Covenant United Methodist Church**

Troop Meeting Closing Checklist

SHED

- Clean/Tidied up
- Gas/Flammable Cabinet Closed
- Lights off (Inside/Outside)
- Chain-Link Door Locked (all ***three*** locks)

KITCHEN

- Chairs Stacked and Near Back Wall
- Clean/Tidied Up
- A/C off - check window unit
- Lights off

BATHROOMS/CLOSETS

- Tidied up
- Lights off

MUSIC ROOM

- Chairs organized
- Clean/Tidied-Up
- Swamp cooler off
- Swamp cooler in closet off
- Lights off

SANCTUARY

- Chairs organized
- Clean/Tidied up
- Fans off
- A/C or heat off
- Lights off

FIRESIDE ROOM

- Chairs up
- Clean
- Lights off
- Flags Orderly in Corner next to File Cabinet

MAIN HALLWAY AND ENTRY AREAS

- Swamp cooler off in hallway
- Lights off
- Lock West Door (Wyoming Entrance)
- Lock North Door (Wilshire Entrance)
- Lock East Door (Mountain/Shed Entrance)
- Lock Office Door

***NOTE: During Scouting events at the Church (other than regular meetings)
please also refer to CUMC's own "Checklist for closing Church".***