

APPENDIX VII

**SECURING
CHURCH BUILDINGS**

- Trash cans emptied, taken to dumpster and replace with new trash liner.**
- Occupied rooms are swept, vacuumed or mopped as needed.**
- Wipe down tables when used.**
- Straighten area and put things back as it was found.**
- Faucets turned off (men's bathroom, women's bathroom, handicapped bathroom and kitchen).**
- Toilets flushed in each bathroom, paper towels in trash.**
- Lights turned off.**
- Windows and doors closed and locked**

(Signature Date)