

APISON RETREAT CENTER CLOSING CHECK OFF LIST

This list will help each team check to assure the ARC is left in order and ready for the team following yours. If you have any problems, the emergency contact numbers are posted in the office. This form should be read and understood by the team leadership before the event begins.

(Blank spaces are intentional and intended for notes or for organizational convenience at checkout)

ROLLO ROOM - (Table Chas/Media Cha/Take Down Team)

(Closets denoted by looking toward podium)

- Sound system turned off (switch on plug strip next to sound system).
- Easel & Stool plaque stored in right closet
- 70 blue chairs stacked 5 high against back wall.
- TV monitors and computer turned off (Plug strip mounted on front of desk stays on)
- 6 round tables cleaned and stored in right closet all the way to the back.
- Thermostat set to: winter heat 55° and summer cool 85°
- Folding tables stored in right closet
- TV tables stored in right closet
- Keyboard, music stands, percussion instruments stored in left closet
- Floor vacuumed (Vacuums kept in Storeroom)
- Trash removed and new liners installed
- Lights off
- All microphones (except podium), cables, microphone & music stands, and direct boxes are labeled, and must be returned to left closet and placed in its labeled storage location in left closet. Any missing items must be located and returned, and any extra items are to be returned to their labeled storage location.

Rollo Room Complete _____

PALANCA ROOM - (Palanca Chas)

Note: There is an additional banner closet located stage right on the auditorium stage for weekends 1-30.

- All weekend palanca removed
- Shelves organized – nothing on floors
- Trash removed and new liner installed
- Blinds closed
- Floor vacuumed (Vacuums kept in Storeroom)
- All banners stored, hanging neatly and on proper hangers in both banner closets. No other items stored in closets
- 3 banner hangers stored in Palanca room banner closet.
- Both banner closets locked
- 4 gray chairs on top of table
- Conference room speaker off

Palanca Room Complete _____

STOREROOM - (Storeroom Chas)

- ___ Refrigerator empty and clean, unopened drinks only may remain in refrigerator between men and women's weekends
- ___ Coffee maker cleaned
- ___ Table/candidate supplies returned to Weekend Couple's cabinet.
- ___ Countertop sink and table cleaned.
- ___ Serenade candles placed in Weekend Couple's cabinet
- ___ Trash removed and new liner installed
- ___ Blinds Closed
- ___ All shelves cleared of weekend items.
- ___ Floor vacuumed (2 labelled Sensor vacuums remain in Storeroom)
- ___ Table names stored in Weekend Couple's Cabinet (Men and Women)
- ___ 2 gray chairs placed on top of the table
- ___ Coffee carafes and pots and tea pitchers cleaned and stored in cabinets
- ___ All coffee, tea and condiments returned to kitchen
- ___ Thermostat set to: winter heat 65° and summer cool 75°
- ___ Conference room speaker off
- ___ Communion plates and cups cleaned and stored
- ___ Recycle container emptied and new liner inserted.
- ___ All room lights off

Storeroom Complete _____

CHAPEL - (Chapel Chas)

- ___ All cushions, lamps etc. stored neatly in left chapel closet (as you face the closets)
- ___ 3 armed chairs placed behind table
- ___ 70 gray chairs stacked 10 high on dollies in right closet.
- ___ Wooden pegged closing cross stored in left chapel closet
- ___ Sound system turned off (The switch is on the plug strip - left hand side)
- ___ Overhead projector turned off (Remote is stored on sound mixer)
- ___ All kneeling and communion benches stored in left closet
- ___ Floor vacuumed (Vacuums kept in Storeroom)
- ___ 2 large wooden crosses stored in left chapel closet
- ___ Thermostat set to: winter heat 55° and summer cool 85°
- ___ Crucifix, if used, stored in storeroom off of Professor Ready Room
- ___ Microphones stored in left closet
- ___ Trash removed and new liner installed
- ___ Laptop computer turned off and kept on computer desk cart
- ___ All lights off – closets and chapel
- ___ All microphones, cables, stands are labeled and must be returned to the left storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.

Chapel Complete _____

PRAYER ROOM - (Prayer Chas)

- ___ Any additional weekend décor removed
- ___ Blinds closed
- ___ Floor vacuumed (Vacuums kept in Storeroom)
- ___ Prayer shawls returned to storage closet
- ___ Market scene costumes returned to storage closet
- ___ Fireplace turned off
- ___ Conference Room speaker turned off
- ___ Rollo Room layout diagram erased and stored in storage closet
- ___ All original items in the proper place – See pictures in book.
- ___ Prayer request boxes returned to storage closet
- ___ Trash removed and new liner installed
- ___ Turn off all lights

Prayer Room Complete _____

OFFICE & PROFESSOR READY ROOM - (Floater Supply, Media, and Gopher Chas)

- ___ Computer and HP laser printer turned off, leave the Brother printer/copier turned on
- ___ Trash removed and new liners installed
- ___ Blinds Closed
- ___ Thermostat set to: winter heat 65° and summer cool 75°
- ___ Floors vacuumed
- ___ All desks and counters organized
- ___ All room lights off
- ___ Dorm Supply (Weekend Couple) Closet Door Locked
- ___ Any decorations or other items removed or stored
- ___ All items removed from small refrigerator in Office Closet; unplugged with door propped open.
- ___ Conference room speaker off

Office & Professor Ready Room Complete _____

MAIN HALL – ROLLO ROOM SIDE - (Dorm Chas)

- ___ Men's and Women's bathrooms cleaned and blinds closed
- ___ 1 roll of tissue left on each holder of each stall. Paper towels holders refilled.
- ___ Trash removed and new liners installed
- ___ Bathroom floors swept and mopped.
- ___ Lights off
- ___ Door left open
- ___ One toilet brush and plunger left in a stall
- ___ Soap dispensers refilled

Bathrooms Complete _____

CONFERENCE ROOM HALLWAY – (Dorm Chas)

- Outside (front) doors opposite of Auditorium locked
- Desk cleaned and against wall
- Desk chair next to desk
- Speakers turned off
- Trashcan emptied and turned upside down
- Main hall – Rollo end – vacuumed (Vacuums kept in Storeroom)
- Main hall – Rollo end – lights off

Storage Closet

- Storage closet clean and organized
- Paper towels on holder and soap dispenser refilled
- Storage closet lights off

Hallway and Janitorial Closet Complete _____

SPIRITUAL DIRECTOR’S ROOM - (Dorm Chas)

- Bed sheets washed, completely dried, folded and in proper storage tote in closet. There are totes for each bed. Comforters and mattress covers are also stored in those totes
- No belongings left in hanging area
- Blinds closed
- Storage closet closed and locked
- Bathroom shower, toilet, sink, countertops and entire floor cleaned with sanitizing cleaner
- Outside door shut and locked
- 1 wooden chair, and 1 rocking chair
- 1 roll of toilet paper and paper towels left on holders.
- Floor vacuumed (Vacuums kept in Storeroom)
- Air conditioner/heater turned off
- Trash removed and new liners replaced
- Toilet brush/plunger left in caddy on floor in bathroom
- Mirrors cleaned with glass cleaner
- All bathroom and room lights off
- No trash left under beds
- Soap dispenser refilled

Spiritual Director’s Room Complete _____

FOYER - (Dorm Chas)

- Mats vacuumed
- Floor mopped if necessary
- Anything added to foyer for weekend put away
- Front doors locked
- Lights off – foyer and office
- Foyer front and back doors locked – allen key is on top of fire pull station to release panic bar
- Alarm set and foyer back doors checked from outside as you exit

Foyer Complete _____

CANDIDATE DORMS - 1 AND 2 - (Dorm Chas)

#1 #2

- Outside Exit doors locked. (Push on door to check)
- No trash or items left under beds or on storage racks.
- Floor vacuumed.
- Windowsills cleaned and windows locked.
- Bathroom mirrors cleaned with glass cleaner.
- Bathroom showers, toilets, sinks, counter tops, and entire floor cleaned with sanitizing cleaner.
- Toilet brush/plunger & caddy left in a bathroom stall
- Toilet tissue and paper towels left in place if already open. All Kleenex returned to dorm supply
- Night-lights returned to dorm supply
- Trashcans emptied, liners replaced and left upside down.
- Thermostats set to: winter heat 55° and summer cool 85°
- Bath mats dried and returned to the dorm supply closet in office
- Soap dispensers refilled
- Lights off
- Hallway Door open.

Candidate Dorm #1 Complete _____ Candidate Dorm #2 Complete _____

TEAM DORMS - 3, 4 AND 5 - (Dorm Chas)

#3 #4 #5

- Outside** Exit doors locked. (Push on door to check)
- No trash or items left under beds or on storage racks
- Floor vacuumed
- Windowsills cleaned and windows locked
- Bathroom mirrors cleaned with glass cleaner
- Bathroom showers, toilets, sinks, counter tops, and entire floor cleaned with sanitizing cleaner
- Toilet brush/plunger & caddy left in a bathroom stall
- Toilet tissue and paper towels left in place if already open. All Kleenex returned to dorm supply
- Night-lights returned to dorm supply
- Trashcans emptied, liners replaced, and left upside down
- Thermostats set to: winter heat 55° and summer cool 85°
- Bath mats dried and returned to the dorm supply closet in office
- Soap dispensers refilled
- Lights off
- Hallway Door open

Team Dorm #3 Complete _____ Team Dorm #4 Complete _____ Team Dorm #5 Complete _____

MAIN HALL – DORM SIDE - (Dorm Chas)

- Janitorial closet clean and organized
- Main hall – dorm end - vacuumed
- Main hall – dorm end – lights out
- Both exit doors locked

Dorm Hall Complete _____

PRAYER CHA DORM - (Dorm Chas)

- ___ Outside Exit door locked (Push on door to check)
- ___ No trash or items left under beds or on storage racks. Place any left items on table by the door.
- ___ Floor and prayer cha hall floor vacuumed
- ___ Bathroom mirror cleaned with glass cleaner
- ___ Bathroom showers, toilets, sinks and counter tops, wiped down and entire floor cleaned with sanitizing cleaner
- ___ Toilet tissue and paper towels left in place if already open. All Kleenex returned to dorm supply
- ___ Night-lights returned to dorm supply
- ___ Trashcans emptied, liners replaced, and left upside down
- ___ Toilet brush/plunger & caddy left in a bathroom stall
- ___ Soap dispenser refilled
- ___ Thermostat set to: winter heat 55° and summer cool 85°
- ___ Lights off
- ___ Hallway Door open

Prayer Cha Dorm Complete _____

RECTOR'S ROOM - (Dorm Chas)

- ___ Outside Exit door locked (Push on door to check)
- ___ No trash or items left under beds, drawers or wardrobe
- ___ Sheets and towels if furnished, washed, completely dried and put into properly marked storage containers and placed in Spiritual Directors Room closet
- ___ Any bedding furnished put into properly marked storage containers in Spiritual Directors Room closet
- ___ Floor vacuumed
- ___ Bathroom mirrors cleaned with glass cleaner
- ___ Bathroom showers, toilet, sink, countertops and entire floor cleaned with sanitizing cleaner
- ___ Toilet tissue and paper towels left in place if already open. All Kleenex returned to dorm supply
- ___ Night-lights returned to dorm supply
- ___ Trashcans emptied, liners replaced, and left upside down.
- ___ Toilet brush/plunger & caddy left in bathroom stall.
- ___ Soap dispenser refilled
- ___ Lights off
- ___ Hallway Door open

Rector's Room Complete _____

HANDICAP BATHROOM - (Dorm Chas)

- ___ Bathroom mirror cleaned with glass cleaner.
- ___ Shower, toilet, sink, countertop and entire floor cleaned with sanitizing cleaner
- ___ One roll of tissue left on tissue holder and one roll of paper towels on holder. Any other supplies returned to dorm supply
- ___ Trashcan emptied and new liner installed
- ___ Toilet brush/plunger & caddy left by the toilet
- ___ Soap dispenser refilled
- ___ Lights turned off.
- ___ Hallway Door open

Handicap Bathroom Complete _____

BREEZEWAY and AUDITORIUM - (Men's team: Table Chas / Women's team: Takedown Team)

- ___ Auditorium and stage picked up, vacuumed and clean
- ___ Stage door locked – Right side stage door
- ___ Reserved seat signs returned to sound system cabinet door
- ___ Sound System off and cabinet closed
- ___ Thermostats (on stage side of both front columns) set to: winter heat 55° and summer cool 85°
- ___ Trash cans (2) emptied and new liners installed
- ___ Blinds closed
- ___ Breezeway vacuumed (Vacuums kept in Storeroom)
- ___ 4 breezeway doors locked and lights out (Switch on bottom stays on, to right)
- ___ All microphones and cables are labeled and must be returned to the peg board on the stage.
Microphone stands (2) are to be stored behind right side column. Any missing items must be located, and any extra items returned to their labeled storage location.

Breezeway and Auditorium Complete _____

OUTSIDE RESTROOMS - (Dorm Chas)

- ___ Trash containers emptied and new liners installed
- ___ Toilets cleaned
- ___ Floors cleaned and mopped
- ___ Heater on low during winter or freezing weather
- ___ Soap dispenser filled
- ___ Toilet paper and towels on holders
- ___ Lights out
- ___ Door locked

Outside Restrooms Complete _____

KITCHEN – (Kitchen Chas)

Foyer Kitchen Closet

- Cleaned and organized (no weekend items left unless placed in clear totes and clearly labeled)
- Floor cleaned and mopped if needed
- Lights off

Dining Room

- Dining room floor cleaned & mopped
- Both speakers in dining room unplugged (Receptacles beneath each speaker)
- Sound system turned off in dining hall closet after speakers are unplugged (switch on plug strip)
- Podium in closet
- Closet shelves organized
- Closet floor cleaned/mopped
- 112 chairs in closet on storage rack – instructions on inside of closet door
- 3 round tables placed in back of closet
- 13 8 ft. rectangular tables stacked on cart
- “Doxology” and “Thanks”/”Blessing” banners signs placed on shelves in closet
- No weekend specific decorations or props left in storage areas
- 2 thermostats set to: winter heat 55° and summer cool 85°
- All microphones, cables, stands are labeled and must be returned to the storage closet and placed in their labeled location. Any missing items must be located, and any extra items returned to their labeled storage location.
- Lights off

Restroom

- Sink and toilet cleaned
- Toilet brush left next to toilet
- Toilet paper and paper towels left on holder
- Floor mopped
- Soap dispenser filled
- Light off

Laundry Room

- Floor mopped
- Washer and dryer empty. Washer lid open, no items in washer or dryer
- Dryer filter cleaned
- Shelves organized
- Lights off in laundry room

Walk-in Freezer

- No left over items after women’s weekend without Food Couple’s OK
- Freezer light off
- Floor cleaned

KITCHEN cont.– (Kitchen Chas)

General

- ___ Floor swept and mopped
- ___ Anti-slip floor mats put on rack in outside mop closet and hosed off
- ___ All tea containers cleaned
- ___ Tea maker cleaned and unplugged
- ___ All coffee makers emptied and cleaned
- ___ Ice machine wiped down – ice scoop hanging (Please don't leave scoops in ice)
- ___ Safety switch off (On the wall behind coffee machine)
- ___ Dish rinse sink and counters cleaned
- ___ Dishwasher off, Screen emptied, overflow screen cleaned, water drained, doors open
- ___ 3 compartment sink cleaned
- ___ Hand sink cleaned, soap refilled, towels left on holder
- ___ Microwaves cleaned
- ___ Vegetable sink cleaned
- ___ All prep tables cleaned
- ___ Convection oven cleaned with oven cleaner inside
- ___ Stove &, oven cleaned.
- ___ Hood vent and lights turned off
- ___ Holding/Warming cabinets clean and turned off
- ___ All cooking and serving items placed on racks by wall – (See photo in notebook)
- ___ 2 Roll carts cleaned
- ___ 5 Trashcans emptied and new liners installed
- ___ **Outside dumpster** checked – all trash inside and packed down and lids closed
- ___ Cardboard boxes broken down & in recycle trailer
- ___ Plastic recyclables in bags on front of recycle trailer.
- ___ Empty Recycle bin and Replace liner (Totes liners in foyer tool room)
- ___ All lights turned off
- ___ Back door securely shut and locked

Food Storage Closet

- ___ Everything off the floor (on pallets or crates)
- ___ Items organized on shelves of closet
- ___ Floor mopped
- ___ Lights off in closet
- ___ Closet door closed

Walk-in Refrigerator

- ___ Floor clean and mopped (no items on floor)
- ___ No left over items except drinks and condiments after women's weekend without Food Couple's OK
- ___ Refrigerator light off

Mop Room (outside)

- ___ Clean and organized
- ___ Mops and buckets stored in mop room
- ___ Mop room lights off
- ___ Hose disconnected from faucets (Prevents freezing during winter)
- ___ Mats stored on rack and rinsed off



Tres Dias of Southeast Tennessee, Inc.

APISON RETREAT CENTER

Facility Problem Report

Please document any facility problems below. Please be as specific as possible to allow for timely evaluation and correction.

Date: _____

Room or location: _____

Problem Description:

Reported by: _____

Contact Number: _____ (for follow-up information if necessary)

Please leave this form on the Bulletin Board in the ARC Office

Thanks, ARC Management