

April 2024 Revision

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: "Auto" and heat to 65° and cool to 75°
- 3 - 4foot 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 _____

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PALANCA ROOM - (Palanca Chas)

Note: There is an additional banner closet located on the left on the auditorium stage.

- All weekend palanca removed
- Shelves organized – nothing on floors
- Trash removed and new liner installed
- Window locked, and 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.
- Banner closet locked in Palanca Room, unlocked on stage
- 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 and unplugged
- ___ 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
- ___ Window locked and Blinds Closed
- ___ All shelves cleared of weekend items.
- ___ Floor vacuumed (2 labelled Sensor vacuums remain in Storeroom)
- ___ Table names stored in TDSETN Closet (Men and Women)
- ___ Monitors (baby monitors used in Chapel and Hallway) stored in TDSETN Closet
- ___ 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: "Auto" with heat 65° and 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 _____

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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: "Auto" with heat 65° and cool 75°
- ___ 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 stays 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
- Windows locked and 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 _____

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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
- Windows locked and Blinds Closed
- Thermostat set to: "Auto" with heat to 65° and cool to 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 _____

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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 – any items used for the weekend replaced
- Paper towels on holder and soap dispenser refilled
- Storage closet lights off

Hallway and Janitorial Closet Complete _____

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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
- Roll-Away bed folded and in corner

Spiritual Director's Room Complete _____

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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
- Thermostat set to “Auto” with heat at 65° and cool at 75°, directions are near thermostat
- 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: "Auto" with heat to 65° and cool to 75°
- ___ ___ Bath mats dried and returned to the dorm supply closet in office
- ___ ___ Soap dispensers refilled
- ___ ___ Bunk bed ladders placed on upper bunks with clips facing up to prevent snagging mattress covers
- ___ ___ 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: "Auto" with heat to 65° and cool to 75°
- ___ ___ ___ Bath mats dried and returned to the dorm supply closet in office
- ___ ___ ___ Soap dispensers refilled
- ___ ___ ___ Bunk bed ladders placed on upper bunks with clips facing up to prevent snagging mattress covers
- ___ ___ ___ 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
- Thermostats set to: “Auto” with heat to 65° and cool to 75°
- Bunk bed ladders placed on upper bunks with clips facing up to prevent snagging mattress covers
- 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
- Open doors of the wardrobe closet to allow air circulation
- Floor vacuumed
- Bathroom mirrors cleaned with glass cleaner
- Bathroom shower, 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.
- 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 holder on sound system cabinet
- ___ Sound System and computer turned off
- ___ Thermostats 2 (on stage side of both front columns) set to: “Auto” with heat to 65° and cool to 75°
- ___ 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 _____

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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, clearly labeled and approved by the Weekend Couple)
- 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 or hanging
- No weekend specific decorations or props left in storage areas or outside
- 2 thermostats set to: “Auto” with heat to 65° and cool to 75°
- 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 without Food Couple’s OK
- Freezer light off and door closed
- Fan left on and aimed at freezer door (to prevent ice from forming on the outside of the door)
- 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 maker shuttles 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 & ovens cleaned.
- Hood vent and lights turned off
- Holding/Warming cabinets clean and turned off, leave doors slightly open (light stays on the glass door warmer)
- All cooking and serving items placed on racks by wall – (See photo in notebook)
- 3 Roll carts cleaned
- 5 Trashcans emptied and new liners installed
- Thermostat set to “Auto” with heat to 65° and cool to 75°, directions are below each thermostat
- Outside dumpster** checked – all trash inside and packed down and lids closed (Do not place bags of trash outside of the dumpster)
- Corrugated 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 without Food Couple's OK
- Refrigerator light off

Mop Room (outside)

- Clean and organized
- Mops and buckets stored in mop room (Stand mops up with mop heads on top)
- Mop room lights off
- Hose disconnected from faucets (Prevents freezing during winter)
- Mats stored on rack and rinsed off



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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