

CHALICE UNITARIAN UNIVERSALIST CONGREGATION

2324 Miller Avenue, Escondido CA 92029
760-737-0393 ChaliceUUCongregation.org

Facility User Security Checklist

All Facility Users are expected to complete all items.

- Pick up any loose papers and containers remaining from your meeting/event. Carry all trash and recyclables to the appropriate containers outside the back door of the kitchen.
- DO NOT leave any foodstuff out. Remove all alcoholic beverages from the property.
- Ensure that all dishes, pans, trays, serving utensils, tableware, etc. have been washed, dried, and returned to the proper place in the cabinets. Do not leave the dishwasher running when no one is present.
- Check to be sure all fans and lights (including in all bathrooms) are turned off. Turn off lights at single kitchen door, hallway door, wall next to stairway and in the bathrooms. Turn off twinkle lights' switch on outside Chapel wall. Do NOT turn off switch that controls motion light on patio.
- If sound equipment in the chapel was used, turn it off.
- If the Cottage was used, turn off the AC/Heater unit, which is not pre-programmed.
- If items were removed from the Chapel (e.g., hymnal racks, name tags board, white board, pulpit), return them to the Chapel.
- Lock all doors (check all of them) and close all windows. Chapel and Common Room door push bars may be locked open during the event but must be relocked with the tool hanging inside the doors. Replace this tool on the hook before you leave the room.
- As you prepare to leave – Review this Security Checklist with the Responsible Key Person, who will sign and date it. Deposit this form and building key in the Office Administrator's mailbox located in the hallway behind the Common Room.
- After you have exited the property, close the gate. Lift up the gate control cover that is attached to the mailbox. (Press any button to light up the console when it is dark.) Enter the gate code, and ensure that the gate closes. Lock the gate to the upper parking lot.

Notes: (Please list anything that Chalice Administration needs to know about.)

All items have been reviewed and completed.

Print Name of Responsible Key Person: _____

Signature _____

Date _____

Time _____