

Parish Council and Wardens Sunday Services Check List

Please tick boxes as you complete each task

AM Services Site Checklist:

- ☐ Arrive no later than 7:30am
- ☐ Ensure all rooms are unlocked, including demountable, kiosk drawers, Malaccis
- ☐ Check toilets for supplies and cleanliness
- ☐ Turn on lights/heaters/air-cons
- ☐ Open all curtains/blinds
- ☐ Assist in packing away choir chairs after 8am service
- ☐ Help with The Pavilion set up before the 10am service
- ☐ Oversee counting of monies in Counting Room
- ☐ Ensure Tally Sheet is signed and saved on computer, computer is turned off and safe is locked
- ☐ Begin locking up @ 12pm including demountable, kiosk drawers, Malaccis
- ☐ Ensure all lights/heaters/air-cons are turned off
- ☐ Ensure kitchen is locked and ovens including pilot lights are off
- ☐ Conduct final check to ensure that all rooms and secure

I confirm all tasks listed above have been completed and the church building is secure.

Print Name _____

Signature _____ Date _____

PM Services Site Checklist:

- ☐ Arrive no later than 5:30pm
- ☐ Ensure all rooms are unlocked, including demountable, kiosk drawers, Malaccis
- ☐ Check toilets for supplies and cleanliness
- ☐ Turn on lights/heaters/air-cons
- ☐ Open all curtains/blinds
- ☐ Assist in packing away choir chairs after 8am service
- ☐ Help with The Pavilion set up before the 10am service
- ☐ Oversee counting of monies in Counting Room
- ☐ Ensure Tally Sheet is signed and saved on computer, computer is turned off and safe is locked
- ☐ Begin locking up @ 9:15pm including demountable, kiosk drawers, Malaccis
- ☐ Ensure all lights/heaters/air-cons are turned off
- ☐ Ensure kitchen is locked and ovens including pilot lights are off
- ☐ Conduct final check to ensure that all rooms and secure

I confirm all tasks listed above have been completed and the church building is secure.

Print Name _____

Signature _____ Date _____