

# Meetinghouse Exit Checklist

## Chestnut Hill Friends Meeting

20 East Mermaid Lane, Philadelphia, PA 19118

Phone: 215-247-3553 email: [info@chestnuthillquakers.org](mailto:info@chestnuthillquakers.org)

Name of Organization: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_  
Contact Telephone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

Please check off the following steps as you complete them:

Return any tables or chairs to the closet from which you took them, and return the room to its standard configuration. Check off for each room that you used. Standard configuration for each room means:

- Worship Room: Eight long benches at the north and south ends of the room and three shorter benches between them at the east and west sides of the room, all facing inward. There may also be four Windsor-style arm chairs near the outside, behind the shorter benches; no blue chairs.
- Gathering Room: Six Windsor chairs and two Windsor settees, arranged facing inward at the edge of the rug. Nesting end tables (and children's chairs) placed by the windows in the corners. No blue chairs.
- Foyer: Only furnishings are the bench, long side table, and potted plant.
- Committee Room: The two trapezoidal tables are arranged as a hexagonal table in the center of the room, with six blue chairs (with arms) around it. Desk and rolling chair against the doorway wall.
- Social Room: Three rectangular tables and eight blue chairs are left out. All round tables are put away in storage closet #2 (northeast corner) and all other blue chairs are stacked on seven carts in the other closets (see instructions in closets and on carts). If you have an eighth rack or chairs with arms, they go in the coat alcove across from the restrooms.
- FDS 1 and 2: Two small children's tables, wooden children's chairs, and rugs.
- FDS 3: Six blue chairs, sofa, and rug; no tables.
- FDS 4: Nursery furniture, a round children's table, and small blue chairs.
- Kitchen: No furniture. Areas of the cabinets and carts are labeled so you know where to put things you use.
  - All dishes, cutlery, coffee pots, coffee pot grounds baskets, pots and pans have been washed, dried, and put in their appropriate places.
  - Coffee maker is turned off (switch is on the left side approximately 6 inches from the front).
  - Ovens are turned off (press "cancel" on the control panel for each oven).
  - Dishwasher is drained (instructions are on the front of the dishwasher).
  - Dishwasher is turned off (press the on/off switch on the front).
  - Dishwasher scrap basket has been emptied.
  - Dishwasher drain is reassembled (three parts: scrap basket, overflow tube, and panel cover).
  - Dishwasher racks, dish drain racks, dish pans, and recycle bucket are returned to their place on the cart.
  - Microwave interior has been wiped of spills.
  - Countertops are wiped clean (including under the coffee maker if coffee was spilled there) and are left clear of everything except dish soap and sponges near the sinks.
  - Kitchen (including the refrigerator) is empty of food that your group brought.

- Sweep floors (or mop if food or drink was spilled) of the room(s) that you used and the corridors, if needed. Mops and a broom are in the janitor's closet inside the restroom closest to the water fountain on the first floor as well as in closet #1 in the social room. If you slightly dampen the mop with the red handle, you can quickly and safely mop up sticky spots.
- There are no trash bins in most of the rooms, which allows us to keep the rooms tidy and free of food smells. Put all trash in the receptacles in the kitchen on the first floor. If there is a small trash can in the social room, empty it, wipe it out if needed, and put it in the Resource Room (across from the elevator).
- Take all trash, compost, and recycling away when you leave.
- Remove any signs you may have set up.
- Remove any plants, food, paper plates, plastic cutlery, etc. you may have brought (in other words, leave nothing but footprints).
- Close and latch all windows (including in the bathrooms).
- Set thermostats of the room(s) you used to 62 degrees from Sept. 15 to May 15, and 80 degrees from May 15 to Sept. 15.
- Turn off the lights in your room and shut the door (or doors) to the hallway. If you are the last to leave the second floor, turn off the hall lights as well, using the switch near the drinking fountain.
- Check the coat room to make sure that your group has not left coats or other belongings.
- If you are the last to leave the building, turn off the hall, stairway, and foyer lights using the switches to the right of the main entrance in the foyer. Follow the instructions beside the switches. (The outdoor lights are on a timer.)
- If you "dogged open" any doors, use the hex tool to restore them to the lockable position.
- Check to see that all exterior doors are closed and locked (someone in your group may have exited through any door). To test the doors, walk from door to door and push the wood frame near the side of the door that opens.
- Lock the side door to the building by pressing the "Schlage" button and turning the deadbolt to the right. Test the door to make sure it is locked. Do this even if others are still in the meetinghouse.

Please let us know of any problems you encountered or any ways in which you think our procedures or instructions could be improved ([info@chestnuthillquakers.org](mailto:info@chestnuthillquakers.org)).

## After You Leave:

- Your security deposit will be returned within 30 days of your event if and only if you have a) removed all trash and taken it with you, b) completed this Meetinghouse Exit Checklist and left it in the mailbox, c) left the Meetinghouse as clean or cleaner than you found it, and d) you did not violate any of the conditions of use found in the Meetinghouse Use Request Form. Failure to complete these will result in forfeiture of your deposit.
- Remember that we do not have staff at the Meetinghouse every day, so if you leave something behind, you must make an appointment to pick it up ([info@chestnuthillquakers.org](mailto:info@chestnuthillquakers.org)).
- We hope you will have enjoyed using our meetinghouse.

Your Signature: \_\_\_\_\_

Your Title/Relationship to Organization: \_\_\_\_\_

Print Your Name: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use:

Date checklist received: \_\_\_\_\_

Date deposit returned: \_\_\_\_\_