

FACILITY INSPECTION FORM
Bethel Lutheran Church
Boonville Rd, Bryan, TX 77802
Phone: 979- 822-2742 Fax: 979-822-4082

To be completed at close of event, and returned to church office with CARD ACCESS KEY
By placing both in envelope and sliding under MAIN OFFICE door

Sanctuary

- 1. Function decorations and flowers removed Yes___ No___ N\A___
- 2. Floor cleaned Yes___ No___ N\A___

Comments: _____

Parish Hall

- 1. Tables cleaned Yes___ No___ N\A___
- 2. Tables and Chairs in original places Yes___ No___ N\A___

Comments: _____

Kitchen

- 1. Counters cleaned Yes___ No___ N\A___
- 2. Sinks cleaned Yes___ No___ N\A___
- 3. Trash in receptacles Yes___ No___ N\A___
- 4. Appliances cleaned Yes___ No___ N\A___

Comments: _____

Meeting Rooms

- 1. Tables cleaned Yes___ No___ N\A___
- 2. Floor cleaned Yes___ No___ N\A___
- 3. Trash in receptacles Yes___ No___ N\A___

Comments: _____

Parking lot\Grounds

- Trash picked up Yes___ No___ N\A___

Comments: _____

Card Access Keys returned

Yes___ No___ N\A___

Lights off

Yes___ No___

Doors all locked and secure

Yes___ No___

Comments: _____

Member Signature _____ Facilities Support Signature _____