

# Member Participation Checklist

“The primary purpose of member participation is not economic; it is to benefit and bless all members by providing opportunities to serve. It also reinforces and deepens respect for the Lord’s houses of worship.”

*Facilities Management Guidelines for Meetinghouses and Other Church Property, p. 5*

<b>Suggested Cleaning Tasks</b>	<b>After Each Activity</b>	<b>Weekly</b> <i>(Recommend performing on Saturday in preparation for Sunday meetings)</i>	<b>After Sunday Meetings</b>
1. Pick up trash and debris throughout the meetinghouse and chapel.	✓	✓	✓
2. Place hymnbooks in racks.	✓	✓	✓
3. Check all bathrooms and flush all toilets and urinals. Clean restroom and replace paper supplies as needed.	✓	✓	✓
4. Take out trash and reline wastebaskets (including restrooms, diaper bins, and serving area).	✓	✓	✓
5. Put away tables and chairs after use.	✓		✓
6. Vacuum carpets (if needed).	✓	✓	✓
7. Straighten and clean kitchen (if needed).	✓	✓	
8. Dust mop cultural hall (if needed).	✓	✓	
9. Clean restroom mirrors, counters, and sinks.	✓	✓	
10. Clean and polish drinking fountains.		✓	
11. Clean entrance doors and windows.		✓	
12. Secure the building after use, including closing windows, turning off lights, and locking all outside doors.	✓	✓	✓

\*Also remove snow from walkways as needed before weekly activities and Sunday meetings.  
(Mechanical equipment should be operated by a responsible adult.)