

WAKEFIELD CENTRAL BAPTIST CHURCH

308 Proctor Street, Zebulon, NC 27597

DEPARTURE CHECKLIST

Please help us continue to provide a clean and comfortable home for Christian families by performing the following tasks before you vacate the house. Thank you.

1. General Cleaning – All Rooms

- Clean blinds & window sills
- Leave blinds closed
- Vacuum baseboards, floors & rugs
- Swiffer mop hardwood & tile floors
- Vacuum upholstered furniture
- Dust all furniture; wipe out drawers, cabinets & closet shelves
- Clean mirrors, lamps, ceiling fans & light fixtures
- Empty wastebaskets, leave clean trash bags in containers
- Replace heat/AC filters, vacuum grills & openings
- Turn thermostat(s) to appropriate seasonal settings

2. Utility Room

- Clean sink, washer, dryer/lint filter
- Store cleaning supplies in cabinets
- Place brooms & mops on storage rack

3. Deck & Porch

- Clean deck & porch furniture
- Store deck chairs & umbrella in utility room

4. Kitchen

- Empty & clean refrigerator & freezer; turn off icemaker
- Remove & clean refrigerator grill
- Clean oven, stove top, microwave, coffee maker & all small appliances
- Wash & store all dishes, utensils & cookware in cabinets
- Empty & clean dishwasher
- Wash used kitchen linens
- Clean sink, countertops & cabinet fronts

5. Dining Room

- Store china, glassware, silverware & table linens in china cabinet & buffet
- Place protective pad on table

6. Bedrooms

- Wash used linens, including sheets, mattress pads, pillow covers, & blankets
- Do not** wash coverlets & quilts that are to be dry cleaned
- Make beds with mattress pads, pillows, coverlets, & shams
- Store vacuum cleaner, iron & ironing board in downstairs office/bedroom closet

7. Bathrooms

- Wash all used linens & rugs
- Clean tub, shower curtain, toilet, sink, countertop & accessories

8. Reminders

- Remove all trash & garbage from house; place in proper containers & leave at street side
- Take all personal items from house & storage building unless leaving a gift or donated item; notify chairperson of The Wakefield House Committee of items to be left
- Inform chairperson of committee of items damaged, destroyed, or items to be repaired/replaced
- Cancel or change the address for subscriptions/periodicals
- Return all keys and this checklist to church office or chairperson of committee
- Leave a forwarding address & email address

Checkout Date _____