Add the date at the top of the column, and **PLEASE** do all tasks in the  $\underline{\textbf{ORDER PRESENTED}}$ 

Date	
01 - Turn off and cover the <b>TVs</b> in the sanctuary	
02 - Turn off and cover the <b>Cameras</b>	
03 - Turn off the <b>Speakers</b>	
04 - Plug the tablet into the charging cable in	
the sound room	
05 - Turn off the <b>Soundboard</b> and mic receivers	
06 - Shut down the <b>Computer</b>	
07 - Put away <b>Mics</b>	
Collect all mics	
Make sure all the mics are off	
<ul> <li>Take out the batteries and put them in</li> </ul>	
the charging stations in the sound room	
<ul> <li>Take off the Red and Yellow covers and</li> </ul>	
spray them with disinfectant spray	
<ul> <li>Put the replacement red and yellow</li> </ul>	
covers on the mics	
Place the mic in the holder in the sound	
room	
08 - Put Away <b>Mics</b> in the <b>Fellowship Hall</b>	
Collect the mics from each table	
Plug them into the charging cables	
<ul> <li>Plug the charger into the USB slot on the</li> </ul>	
power strip on the table under the TV.	
09 - Shut down the <b>TV</b> and the <b>Computer</b> in the	
Fellowship Hall	
Shut down the computer	
Turn off the TV	
<ul> <li>Place the camera on the stand beneath the TV</li> </ul>	
<ul> <li>Cover the TV and computer with the cover</li> </ul>	
10 - Check the table and floor in the Fellowship	
Hall for trash	
11 - Make sure the <b>A/C-Heater</b> is turned off in	
the Fellowship Hall	
12 - Turn off the <b>lights</b> in the <b>Fellowship Hall</b>	

13 - Check the <b>Seats</b> and <b>Floor</b> in the		
sanctuary for trash		
14 - Make sure the <b>Trash</b> is emptied		
<ul> <li>Empty the men's room trash into the</li> </ul>		
main can by the water machine		
<ul> <li>Empty the women's room trash into the</li> </ul>		
main can by the water machine		
<ul> <li>Empty the pastor's office trash into the</li> </ul>		
main can by the water machine		
<ul> <li>Take the bag out of the main can by the</li> </ul>		
water machine and replace the can liner		
<ul> <li>Take the garbage bag to dispose of with</li> </ul>		
your trash at home.		
15 - Turn off the <b>Lights</b> near the water machine		
and the bathroom hallway		
16 - Turn off the <b>AC</b> in the sanctuary		
17 – Set <b>Alarm</b> to " <b>Away</b> "		
18 - Turn off the <b>Lights</b> in the sanctuary		
19 - Make sure the top and bottom <b>Locks</b> are		
locked		