



PRE-SERVICE



PICK UP ANY RUBBISH



BINS ARE EMPTY + LINED



PAPER TOWELS STOCKED IN
BATHROOM



CHAIRS ARE SPACED OUT



SET UP IPAD KIOSK



SET UP COMMUNION (IF
NECESSARY)



PREPARE CLEANING PRODUCTS



BE READY BY 5:15PM!



SOMEONE TO STAY BY THE
DOOR DURING THE SERVICE



POST-SERVICE



SANITISE CHAIRS



SANITISE LIGHT SWITCHES



SANITISE DOOR HANDLES



SANITISE BATHROOMS



SANITISE CHECK IN TABLES + IPAD



REMIND MEDIA TEAM TO SANITISE EQUIPMENT



PICK UP ANY RUBBISH



CHECK SLIDING DOORS ARE LOCKED



COUNT OFFERING