



AMEN House Check In/Out Procedures

Upon Arrival:

- An AMEN Ambassador will be present to welcome you and show you the house if you are arriving before 8:00pm. Arrivals after 8:00pm may use the lockbox on the door, the code is 1895.
- The Wi-Fi network is **ccwireless**. The password is **wireless2**.
- The trash bin is in the kitchen. The recycling bin is in the laundry room. There are dumpsters for both located in the alley.
- When using the back door, please remember to lock with the key from outside.

When Departing:

- Clean showers, toilets, and bathroom sink surfaces. Spray shower curtains with Lysol. Cleaning supplies are located in the bathrooms.
- Spray mattresses with Lysol or wipe down with Clorox wipes.
- Wash dishes - you may leave them drying or put them away if time permits. Wipe down counters, kitchen table, and all other tables used by your group. Leave dirty towels and rags in a plastic bag on the kitchen table.
- Combine trash from bedrooms, bathrooms and kitchen and take to the trash dumpsters (brown) in the alley behind the church (to the north of the parking lot). Take out recycling to recycling dumpsters (blue) also located in the alley.
- Carefully return any furniture or equipment that was moved back to its original location.
- Mop bathroom and kitchen floors. Clean up any spills or trash from the living space. Dust hardwood floors.
- Please place completed Exit Surveys on the kitchen table and lock up when you leave. Thank you for helping us keep our house clean - we hope you enjoyed your stay at AMEN St. Louis!

