



MINISTRY TRAILER USE CLEANING POLICIES

Please remember that the PBA Ministry Trailer is a shared resource among our churches, and we ask that you leave it for the next church in the way that you want to find it left for you. If you pick up the trailer and the equipment was not been properly cleaned or you find that items are missing, please let our office know as soon as possible.

All equipment should be sanitized periodically during use, and thoroughly sanitized after the event has ended. Please use the sprayer and the bleach supplied on the trailer. **Mix 1/3 cup of bleach to one gallon of water and spray all surfaces that have been touched.** Allow the inflatables to dry before rolling them up and storing them on the trailer. The bleach solution is only effective for 24 hours, so make it up on the day of your event and safely pour out any remaining solution after you are through. Do not leave any solution in the sprayer.

After using the trailer:

1. Sweep or vacuum all grass, dirt, leaves, and other debris out of the inflatables. Spray with the sanitizing solution made up the day of the event. After the inflatables are dry, roll them up tightly onto the dollies and put them back in the appropriate spot on the trailer. All other equipment must be cleaned, disinfected, and dry before placing it on the trailer where it belongs.
2. Make sure to wrap up all electrical cords and place them back on trailer in the designated spot.
3. If you use the generator, please empty the fuel tank or run the tank dry before putting the generator back onto the trailer.
4. Report any damage or mechanical problems to the PBA office as quickly as possible.
5. Return ministry trailer promptly to the PBA office.

Contact Person's Printed Name: _____

Contact Person's Phone Number: _____

Dropoff checklist: (check off each item)

- Trailer has been swept clean and no trash, personal items or food products are left inside.
- Inflatables were properly cleaned, disinfected and dry before rolling them back up.
- The sanitizing sprayer has been emptied and returned with the bleach onto the trailer.
- Paint mixed up for spin art boxes or other craft uses has been thrown out and not left on the trailer.
- The generator fuel tank was empty when returned to the trailer.
- All exterior locks have been replaced on the trailer.
- Hitch lock has been placed on the trailer hitch and the key has been returned to the top compartment of the toolbox.