

CHECK LIST

All furnishings and equipment must be replaced to their respective places after use in accordance with the attached floor plan. We hope the following check list will benefit you during your clean up process.

KITCHEN AREA

- _____ Range, refrigerator and counters cleaned; range turned off
- _____ Trash removed from building and liners replaced
- _____ Utensils & dishes used - cleaned and put away in proper place
Cleaning supplies returned to cabinet - lock cabinet
- _____ Floor swept clean of dirt; wet mopped
- _____ Lights out (basement, restrooms, meeting rooms & kitchen)
- _____ Close and bar kitchen shutters
- _____ Doors and windows locked; mini blinds closed

MEETING AREA

- _____ Trash removed
- _____ Fans off
- _____ All furnishings and equipment in proper places
- _____ Clean and vacuum floor
- _____ Check restrooms - faucets turned off; floors cleaned; trash removed
- _____ Lights out
- _____ Doors locked
 - West doors locked with key
 - Check basement door - closed and locked
 - Secure rear door - closed and locked
- _____ Return thermostat to proper setting
 - 80 degrees in summer
 - 60 degrees in winter
- _____ Deposit keys in mail slot at City Hall after closing the building
- _____ Notify City Staff of problems or damages

LOST AND FOUND ARTICLES SHOULD BE REPORTED TO CITY HALL