

CHECK LIST FOR CLOSING COMMUNITY CENTER

1. Replace tables & chairs the way you found them. There is a chart hanging in the kitchen if you are unsure how the tables are to be placed.
2. If food has been served and there are spills or crumbs on the floor, there is a dust mop, dust pan, mop and bucket in the closet in the kitchen. The front door key will also unlock the closet.
3. If food is served, please take your trash with you or place it in the trash receptacle in the community center yard.
4. Be sure restroom lights are turned off and restroom is clean and orderly. Also check to see if a stool was used and not flushed, if so, please flush it. Make sure faucets are turned completely off. Make sure tables are wiped off.
5. If you open a window or door – be sure they are closed and locked when you leave.
6. Turn off all lights and ceiling fans.