

## Cleanup Checklist

- Empty all garbage to the dumpster. Replacement can liners are in the kitchen. Wash out and bleach garbage cans if live garbage leaked through.
- Wipe counters, sinks, tables, and chairs. Sweep and mop the floors if needed.
- Clean restrooms.
- Leave absolutely nothing behind. We reserve the right to discard anything left in the facility.
- Wipe out fridges and freezer. Leave no food.
- Lower and close the blinds. Close the accordion door between the meeting room and the kitchen.
- Return tables and chairs to storage. Rolling chair rack remains in the meeting room.
- Roll up the video screen. Turn off the audio/video system at the control panel.
- Lock the Audio/Video cabinet
- Members please lock all members only kitchen cabinets.
- Return guest keys to their lockbox.
- Turn off all lights.
- Insure both sides of the front door are securely locked behind you.
- Police the parking lot for garbage, pick up any trash.
- Insure the dumpster is locked closed.

You are responsible for cleaning the hall and leaving it in ready-to-use condition!