

CHECKLIST BEFORE LOCKING UP COMMUNITY CENTER

Wash off all the tables used.

Clean chairs if anything spilled on them.

Wash off all countertops in kitchen if used.

Unplug coffee pot if used.

If any items used from the kitchen, wash, dry & put back in its place.

Sweep all floors.

Flush all commodes.

Make sure water is turned off at all sinks.

Turn off all lights and ceiling fans.

Make sure stove is turned off (even if you don't use, kids could accidentally turn on).

Take out garbage, including bathroom garbage.

Make sure all doors are completely shut & locked. The kitchen entrance door has been left unlocked several times.

If thermostat has been adjusted set back to 70 degrees.

Everything must be checked off AND SIGNED to get your deposit back.

Signature: _____