



COMMUNITY CENTER CLOSEUP CHECKLIST

All utensils are washed and placed back in their respective drawers

Any decorations that are moved are returned to their original location

Cigarette receptacle (outside of back door) has been emptied

ALL trash has been removed (kitchen/bathroom/main hall/cigarette receptacle)

Trash can liners (kitchen/bathroom/main hall) have been replaced with new

Tabletops are clean

Floors are cleaned (use dust mop in kitchen and wet mop if needed)

All additional tables/chairs used are returned to their original location

Tables are lined up

Wicker chairs are stacked and placed to the right of the piano

Used dish towels are placed in a plastic bag and placed between the screen and main door at the City office

ALL lights are off

DON'T FORGET TO LOCK THE FRONT & BACK DOORS!