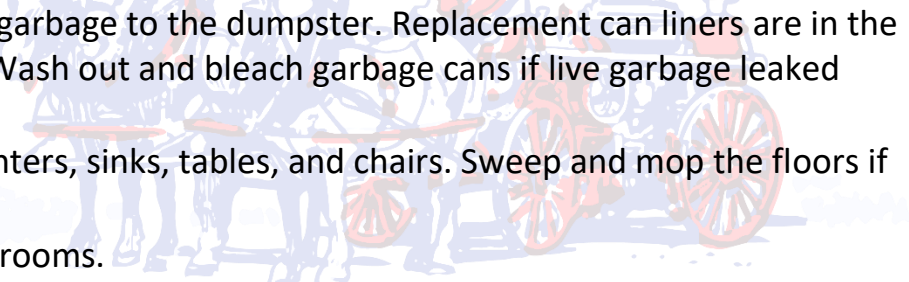


Cleanup Checklist

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- 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!