FACILITY CHECKOUT CHECKLIST

**Lobby**

\_\_\_Return furniture, flyers etc. to original position.

\_\_\_Vacuum lobby and stairs as needed.

**All Rented Rooms**

\_\_\_Return the room to its pre-rental set-up.

\_\_\_If you brought down/up extra chairs or tables, restack in racks and return racks upstairs.

\_\_\_Sweep and mop the floors as needed.

\_\_\_Sweep the porches and mop as needed.

\_\_\_Take out trash to the appropriate dumpster: food waste, garbage and recycle. Please talk with monitor to ensure things are getting put in the correct dumpster and for a key for the dumpster.

\_\_\_Sweep and mop bathrooms as needed.

**Kitchen**

\_\_\_Wipe all surfaces with bleach water. (1Tbs/gallon)

\_\_\_Wipe up any spills on the floor, sweep and mop as needed.

\_\_\_Pots, pans, coffee pots etc. will be washed, sterilized using the dishwasher & put away.

\_\_\_Close down dishwasher and turn off “tempsure”.

\_\_\_Sterilize sinks with bleach water.

\_\_\_Empty all traps including grease trap in dishwasher.

**Exterior**

\_\_\_\_Exterior grounds are cleared of trash or remnants from the event

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time In:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Renter Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Monitor Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Check out sheet for the monitors:**

* Please make sure all doors into the building are closed and locked
* Please make sure that all garbage gets into the appropriate dumpsters:
  + Garbage goes into the dumpster that has a padlock on it and is the smaller of the two dumpsters out in the parking lot
  + Recycle goes in the recycle dumpster
  + Food waste goes into the food waste bins out back by the back kitchen entrance.
  + The food waste garbage cans inside the center should have a compostable green liner in them and have a label that says “food waste” on the outside of it.
  + The garbage only cans inside the center have a black liner in them and have a label that says “garbage” on the outside of it.
  + The recycle cans inside the center are blue.
  + Please help the renters to understand what goes where when taking the garbage out
* Turn off the lights in the entrance are of the center (all other lights in the main hall and program rooms are automatic off/on)
* Please have the thermostats set back to its normal schedule by pushing the “schedule” button on the thermostat
* Return the dumpster key to its spot in the kitchen
* If the sound equipment is used, make sure the microphone is off and all equipment is put back together the way it was when the renter came in