

FIELD HOUSE EVENT USE – CLEAN-UP

CHECKLIST

Our policy is to leave the field house in better condition than you found it! We kindly ask for all to be good stewards of this facility. Thank you in advance for your cooperation.

- ✓ Clean and wash tables and chairs as necessary
- ✓ Put away tables and chairs in storage closet
- ✓ Inspect main room floor condition for anything left behind. Please sweep & mop if needed (supplies in janitor's closet)
- ✓ Inspect bathroom condition – pick up any paper on floor, wipe counters clean with paper towels if needed
- ✓ Check windows to make sure they are closed and locked
- ✓ Check that patio doors are secured and locked
- ✓ Check that heat or air conditioning & ceiling fan are turned off
- ✓ Empty any used trash cans by taking bag out to dumpster and replace with new bag (under kitchen sink)
- ✓ Take any recyclables out to blue recycle can located outside of front door

- ✓ Check that all appliances (Microwave, Oven, Stove Top, Dishwasher) are turned off
- ✓ Clean out refrigerator and wipe inside and out as needed (stainless steel cleaner located under sink)
- ✓ Wipe countertops clean; mop and clean kitchen floor
- ✓ Clean sink and remove any debris as needed
- ✓ Clean grill if used
- ✓ Check that indoor main hall lights, bathroom lights, outside patio lights and outside front door lights are all turned off