

CHECKLIST FOR EARLHAM COMMUNITY CENTER

Trash picked up, trash cans emptied, new liners placed, and used trash bags placed in the dumpster near the tree on the west side of the building:

- Kitchen
- Bathrooms
- Great Room
- Meeting Room

- Thermostat set on _____ (65 in cool months, 80 in warm months)
- Tables & chairs wiped off and returned to storage area
- Floors swept, vacuumed, and/or mopped
- Remove all decorations, including tape, etc
- Kitchen cleaned
- Bathrooms cleaned
- Lights, fans, and appliances turned off
- Doors locked (front, back, and kitchen)

Key and checklist may be returned to City Hall in person or placed in the drop-box at 140 S Chestnut Ave.

We appreciate any comments:

Signed: _____

Date: _____