

WOODHAVEN COMMUNITY ROOM USAGE CHECKLIST

Adopted: December 15, 2016

HAVE YOU CHECKED THE FOLLOWING:

- ❑ Reset the tables, chairs as found.
- ❑ Wipe down tables and counter surfaces used.
- ❑ Returned any Equipment Instructions to Equipment Manual, located in locked Kitchen Closet.
- ❑ Bathrooms. Ensure that faucets/toilet not running.
- ❑ Lock door to Bathroom area before leaving building.
- ❑ Kitchen area cleaned. All dishes/utensils washed in dishwasher and put away. (Outside groups should bring their own paper products and utensils.)
- ❑ All food removed.
- ❑ If items are left in refrigerator they must be labeled and dated. Food will be discarded after 24 hours.
- ❑ Removed trash/garbage/recyclables.
- ❑ Check windows (if opened) and make sure they have been locked.
- ❑ (4) Heat Thermostats returned to 60 degrees.
- ❑ Determined that all people have left building!
- ❑ Turned off all lights.
- ❑ Locked Entrance Door.
- ❑ If applicable, the Woodhaven Key is being returned to the Police Station.