

TOWN HALL CLOSING CHECKLIST

DATE OF EVENT \_\_\_\_\_

PLEASE PLACE THIS COMPLETED AND SIGNED FORM ON THE CLIPBOARD IN THE KITCHEN BESIDE THE BACK DOOR.

ITEMS TO BE CHECKED

- 1. WIPE OFF TABLES AND CHAIRS AND LEAVE THEM DRY. \_\_\_\_\_
- 2. WIPE UP ALL SPILLS ON THE FLOOR, STOVES AND REFRIGERATOR \_\_\_\_\_
- 3. DO NOT PUT TABLES AWAY, LEAVE THEM WHERE YOU FOUND THEM. \_\_\_\_\_
- 4. PLACE ALL TRASH AND GARBAGE IN CLOSED PLASTIC BAGS AND LEAVE IT IN THE GREEN DUMPSTER OUTSIDE THE TOWN HALL BUILDING. DO NOT LEAVE TRASH ON PORCH OR IN THE BUILDING. \_\_\_\_\_
- 5. CLOSE REFRIGERATOR AND FREEZER DOORS. \_\_\_\_\_
- 6. TURN OFF STOVES AND OVENS. \_\_\_\_\_
- 7. CLOSE ALL WINDOWS. \_\_\_\_\_
- 8. CLOSE THE DOORS BETWEEN LOBBY AND BIG HALL AND KITCHEN DOORS. \_\_\_\_\_
- 9. DO NOT PLACE FOOD SCRAPS IN SINK. MAKE SURE SINK IS FREE OF ALL DEBRIS AND NOT CLOGGED. \_\_\_\_\_
- 10. MAKE SURE ALL LIGHTS ARE TURNED OFF WHEN YOU LEAVE. \_\_\_\_\_
- 11. DO NOT REMOVE ANY PROPERTY FROM THE TOWN HALL BUILDING. \_\_\_\_\_
- 12. MAKE SURE ALL DOORS, BACK, FRONT, KITCHEN AND SIDE ARE FULLY CLOSED AND LOCKED. \_\_\_\_\_
- 13. PICK UP LITTER AND DEBRIS FROM YARD AND PARKING LOT. \_\_\_\_\_
- 14. PREVENT LOITERING AFTER THE EVENT IS OVER. \_\_\_\_\_
- 15. REMOVE ALL PROPERTY/DECORATIONS AFTER YOUR EVENT. \_\_\_\_\_
- 16. MAKE SURE BATHROOMS ARE CLEAN, STOOLS FLUSHED AND TRASH DUMPED. (PLUNGERS ARE AVAILABLE IN EACH BATHROOM, IF NEEDED) \_\_\_\_\_
- 17. PLEASE PLACE THIS COMPLETED AND SIGNED FORM ON THE CLIPBOARD IN THE KITCHEN BESIDE THE BACK DOOR ALONG WITH THE KEY.

ALL OF THE ABOVE ITEMS HAVE BEEN CHECKED AND ACCOMPLISHED BY

\_\_\_\_\_ (PRINT NAME)

\_\_\_\_\_ (SIGNATURE)

IN CASE OF EMERGENCY DIAL 911

IF PROBLEMS SHOULD ARISE, CALL 633-4357 AND THE DISPATCHER WILL CONTACT TOWN PERSONNEL