

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