

# Caledonia Town Hall

## Clean-up Check List

### General

- Leave tables & chairs as you find them (do not slide on floor)
- Additional tables & chairs are in store room (do not slide on floor)
- Sweep Floors (dust mop & pan located in storage closet)
- Dispose of trash in large trash can (extra bags in bottom of can)
- Mop up spills with clean water (pail & mop are in store room)
- Reset thermostat to 85 summer, 65 winter
- Wipe down drinking fountain

### Kitchen

- Wipe down counters, stove top, oven, refrigerator, tables, and chairs
- Sweep floor
- Remove all Food and other items brought -Check refrigerator
- Dispose of trash ( you must take all trash with you)  
- note: do not pour grease of coffee grounds down sink)
- Check oven and stove are turned off
- Check coffee machine is unplugged
- Shut pass through door
- Turn off lights
- Shut both kitchen doors  Lock all exterior doors

### Rest Rooms

- Flush all toilets
- Sweep floor
- Wipe sink
- Empty trash baskets into large trash can
- Check toilets and sink to ensure that none are left running
- Turn off lights

### Outside Property

- Pick up any litter your group may have caused

### Final Check

- Remove all trash from building (take it with you)
- Turn off all lights
- Lock all exterior doors
- Sign & Leave This Form Inside Front Door

I have personally checked the above listed items.

*Note: If a town custodian does not feel that the property was properly cleaned you may be contacted & have the opportunity clean the property properly. If you can not be contacted or it is necessary to properly clean the building for other events your security deposit will be charged.*

\_\_\_\_\_  
(Sign your name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print you name)

\_\_\_\_\_  
Phone #