



Community Room Checklist

Please bring this list to your event:

- ☐ Remove all fliers, handouts, and personal items from the facility. This includes food and drinks.
- ☐ Wipe down tables and chairs.
- ☐ Return tables and chairs to classroom-style setup.
- ☐ Remove trash and place it in the dumpster near the parking lot. Please ensure the dumpster's lid is securely shut.
- ☐ Place all recyclable bottles and cans in the recycling containers provided.
- ☐ If the coffee maker was used, please clean the coffee pots and filter. Do not move the coffee machine from it's designated area.
- ☐ Roll projector screen back in place, using the switch on the wall near the thermostat.
- ☐ Remove all signs before leaving, including any signs along the parking lots.
- ☐ Pick up trash around the exterior of the Community Room, including the patio and bench areas.
- ☐ Clean the floors and wipe down the sinks, microwave, counter tops and cabinets.
- ☐ Turn off all lights and air conditioner/heater thermostat timers.