



# Duck Club 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. Clean before and after your event.
  - ☐ Return tables and chairs to classroom-style setup.
  - ☐ Remove trash and place it in the dumpster in the small parking lot. Please ensure the dumpster's lid is securely closed to keep wildlife out.
  - ☐ 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 its designated area.
  - ☐ Barbecue grills: Make sure the gas timer is turned off and the cabinet is locked. Drop the key in the drop box at the Duck Club. Allow the grill to cool before cleaning the grates, and then close the lid.
  - ☐ Remove all signs and decorations before leaving, including any signs along Riparian View and the parking lots.
- Pick up trash around the exterior of the Duck Club, including the patio, barbecue and picnic areas.
- ☐ Before and after your event, clean the floors, sinks, microwave, counter tops and cabinets, stove and refrigerator.
  - ☐ Turn off all lights, ceiling fans, and air conditioner/heater thermostat timers.
  - ☐ Lock all windows, doors, and patio doors.