

CHECKLIST PROCEDURES

WHEN CLOSING THE HALL AND COURTYARD

- Vacuum the hall. Vacuum cleaner is in the corner closet in the back of the storage room.
- Remove all decorations in the hall and courtyard, including string and tape.
- Place all chairs in their proper location, stacked appropriately in the storage room.
- Wash and replace all tables as found (schematic on the wall in storage room).
- Close all blinds.
- Lock all windows and doors, including patio doors.
- Turn off microphones and the sound system on the side of the cabinet. Lock cabinet.
- Turn off all lights, fans, thermostat, and sound system, if used.
- Try all outside doors to make sure they are locked.

WHEN CLOSING THE KITCHEN

- Remove all foodstuffs from the refrigerator and wipe clean.
- Turn off and wipe clean stove burners and ovens.
- ALL garbage must be emptied out of the garbage cans into the dumpster located at the back of the parking lot in the enclosure. Just pull on the handle and the gates will open.
- Install new garbage can liners. Liners are located in the drawer next to the garbage cans.
- Place all re-cycle material in the blue cans next to the garbage bin. NO garbage in the re-cycle cans.
- When removing coffee grounds from the coffee makers, make sure the basket and spindle remain in the coffee pot after it is cleaned.
- Wash counters and cabinets—sponges are under the sink.
- Sweep and mop floors. Mop, brooms, and bucket are in the storage room.

****VERY IMPORTANT****

All non-recyclable waste is to be placed in the dumpster provided by LBAGC. No waste of any kind is to be placed down any drains. This results in plugging the drainage into the sewer system. If you have a caterer for your event, it is your responsibility to inform them. Failure to do so will result in the forfeiture of your cleaning deposit. The drains will be checked by LBAGC personnel after every event.

Received and acknowledged by _____ Date _____

Received by Rental Agent _____ Date _____