

## Closing the Center

### Closing the Kitchen

- ◆ Remove all foodstuffs from the refrigerators and wipe the refrigerators clean.
- ◆ Turn off all stove burners and ovens and wipe the stoves clean.
- ◆ Empty out ALL garbage in the garbage cans into the dumpster (located at the back of the parking lot in its enclosure).
- ◆ Install new garbage can liners into garbage cans. Liners are located in the drawer next to the garbage cans.
- ◆ Place all recycle material into the blue cans in the parking lot. Put NO garbage in the recycle cans.
- ◆ Remove coffee grounds from the coffee makers. Make sure the basket and spindle remain in the coffee pot after it is cleaned.
- ◆ Wash counter tops and cabinets with water only – sponges are under the sink.
- ◆ Sweep floors. Brooms are in the corner of the Storage Room.
- ◆ Wipe up any spills.

### Closing the Hall and Patio

- ◆ Sweep the Hall. Brooms are in the corner of the Storage Room.
- ◆ Remove ALL decorations and any trash in the Hall and Patio.
- ◆ Place all chairs in their proper location, stacked appropriately in the Storage Room.
- ◆ Wash and place all tables where they are kept. Schematic of the Hall is located immediately inside the Storage Room door. LIFT tables, DO NOT drag them.
- ◆ Close all blinds.
- ◆ Lock all windows and doors, including patio doors.
- ◆ Turn off all lights, fans, thermostat, and sound system, if used.
- ◆ Try all outside doors to make sure they are locked.