

## BUILDING CLEAN-UP CHECKLIST

- All spills cleaned up thoroughly; no sticky residue
- Tables washed, wiped dry and placed in original order
- Chairs wiped off and placed in original order.
- All floors swept
- All counters and sinks washed and wiped dry
- ALL garbage removed from building and grounds
- Garbage cans cleaned out
- All lights shut off
- Floors swept
- \*Refrigerator shut off, wiped clean and door propped open
- \*AC turned off-thermostat is on the west wall
- \*Close latch to lock door leading into bathrooms
- Return keys to Fair Board