



## 4-H Dining Hall

### Clean-Up Checklist

- \_\_\_ All spills cleaned up thoroughly, no sticky residues remaining
- \_\_\_ Tables washed, wiped dry and placed in original order
- \_\_\_ Chairs wiped off and placed in original order (fill chair rack first & then lay the rest on top of tables in single layer)
- \_\_\_ All counters and sinks washed and wiped dry
- \_\_\_ Kitchen and dining hall floors to be swept and mopped
- \_\_\_ Refrigerator shut off, wiped clean and door propped open
- \_\_\_ ALL garbage removed from dining hall and fair grounds.
- \_\_\_ Plastic garbage cans wiped out.
- \_\_\_ AC turned off-thermostat is on the west wall.
- \_\_\_ ALL lights turned off
- \_\_\_ ALL windows closed and locked
- \_\_\_ Close latch to lock door leading into bathrooms
- \_\_\_ Two latches on double doors locked
- \_\_\_ Lock exit door from kitchen
- \_\_\_ Lock both exit doors on west wall from dining hall
- \_\_\_ Return key to Fair Board

This list, along with the condition of entire building will be used to determine the return of your deposit. Thank you!