

**CHECKLIST FOR TOWN HALL**  
**THERE IS NO PARKING IN FRONT/BESIDE OF TOWN HALL BUILDING**  
**PER ORDER OF FIRE CHIEF**

**THIS FORM MUST BE FILLED OUT AND SIGNED BEFORE RETURNING**  
**KEY TO THE TOWN OFFICE**

**TRASH BAGS ARE IN SUPPLY CABINET MOUNTED ON THE WALL TO THE RIGHT OF THE**  
**MOP SINK ALONG WITH ALL SUPPLIES NEEDED FOR USERS INCLUDING TOILET PAPER**

☐ **Clean**

- ☐ All trash and decorations removed from interior and exterior of building. **ALL TRASH TO BE REMOVED AND TAKEN OUT OF BUILDING AND OFF THE PREMISES.**
- ☐ All rugs and runners vacuumed. (replaced if moved)
- ☐ Floors cleaned - Dry/wet mopped. ALL SPOTS REMOVED.  
WET MOP or WIPE up all spills immediately. RINSE/HANG WET MOP UP after use!
- ☐ Restrooms cleaned - Toilets, Sinks, Trash cans emptied, and Floor vacuumed.
- ☐ All furniture back in original location - Chairs stacked correctly on rack.
- ☐ Janitor's room - Equipment/supplies put back in proper place. Trash barrel - new liner.

☐ **Secure**

KEY# \_\_\_\_\_

- ☐ All windows locked & secured.
- ☐ Rear door locked & secured.
- ☐ First set of side doors locked & secured.
- ☐ Second set of side doors locked & secured.
- ☐ Front door locked & secured.

TO: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME IN: \_\_\_\_\_

☐ **All lights off.**

☐ **HEAT ON 60 DEGREES**

TIME OUT: \_\_\_\_\_

☐ **Suggestions or unusual conditions in the Town Hall.**

(It is important to please write any concerns, questions, complaints, compliments, supply shortages or chores that were not done by previous user that you had to do. This helps us keep accurate useful records.)

---

---

---

(use other side for more space)

- ☐ I certify that I have checked the preceding items and to the best of my knowledge were found satisfactory and that the Town Hall is ready for use.

\_\_\_\_\_  
Signature of person responsible for hall and keys

\_\_\_\_\_  
Date