

CHECKLIST FOR TOWN HALL
THERE IS NO PARKING IN FRONT 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 BLDG. AND OFF THE PREMISES.**

All rugs and runners vacuumed. (replaced if moved)

Floors cleaned. (Dry mopped or swept floor, in winter months floor washed. Wipe up all spills immediately.)

Restrooms cleaned. (Lavs. Toilets, trash, and floor.)

All furniture back in original location. (Chairs stacked correctly on rack.)

Janitor's room tidy. (Equipment & supplies put back in proper place.)

Secure

KEY# _____

All windows locked & secured.

Rear door locked & secured.

TO: _____

First set of side doors locked & secured.

Second set of side doors locked & secured.

DATE: _____

Front door locked & secured.

TIME IN: _____

All lights off.

TIME OUT: _____

Suggestions or unusual conditions in the Town Hall.

(It is important to please write any concerns or questions, complaints or compliments, supply shortage 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