



Community Room Quick Checklist

Main Room		Other	
<input type="checkbox"/>	Tables/Linens Wiped Down	<input type="checkbox"/>	Bathroom Checked
<input type="checkbox"/>	Chairs Stacked	<input type="checkbox"/>	Office Kitchen Checked (if used – items off/clean)
<input type="checkbox"/>	Electronics Turned Off	<input type="checkbox"/>	Carpet vacuumed (if needed)
<input type="checkbox"/>	Floor Swept	<input type="checkbox"/>	Garbage Checked (if used)
<input type="checkbox"/>	Trash Pulled (if Full)	<input type="checkbox"/>	Key Returned – leave on Community Room Counter
<input type="checkbox"/>	Doors Locked	<input type="checkbox"/>	<p>Please let us know if any re-useable items need to be replaced.</p> <p><i>Donations are always appreciated to assist us with this!</i></p> <p>Thank You!</p>
<input type="checkbox"/>	Windows Locked		
<input type="checkbox"/>	Lights Off		
<input type="checkbox"/>	Counter/Sink Clean		
<input type="checkbox"/>	Dishes Clean		
<input type="checkbox"/>	Refrigerator Items Removed		

Please let us know of any noted damages, items that need to be taken care of, or other suggestions or comments you'd like us to be aware of. The District is limited in funds, but we are happy to accommodate what we can to better your Community Room experience! Thank you.