

Lock Box Code _____ **GRANGE HALL CHECKLIST**

** NOTE: It may be necessary to turn up the heat 1-2 hours prior to your event.

	Condition on arrival	Done at departure
Meeting Room		
• Wipe Down Tables	_____	_____
• Return Chairs & Tables to original position	_____	_____
• Vacuum & Mop Floor	_____	_____
• Bag & Remove Trash to outside container	_____	_____
• Reduce Heat per Posted Instructions	_____	_____
Bathrooms		
• Sinks & Toilets Clean	_____	_____
• Mirrors wiped	_____	_____
• Sweep & Mop Floor	_____	_____
• Trash Removed to blue outside container	_____	_____
Kitchen (if used)		
• Wipe down & bleach all surfaces	_____	_____
• Clean Oven	_____	_____
• Remove Items from Refrigerator	_____	_____
• Wash & replace any kitchen items used.	_____	_____
• Sweep & Mop Floor	_____	_____
• Remove All Trash	_____	_____
• Make sure ALL kitchen appliances are off	_____	_____
***Cleaning supplies are located in the women's bathroom cabinet.		

Make sure both Front & Back Doors are securely locked & close all windows.
Return key to lock-box.
Please remove any items you brought in for your event.

Signature

Date