

Building Checklist

please complete before leaving the building

* * during the heating season, turn the thermostats down to 55 . Do not turn heating switch to off as in the winter, the pipes will freeze. There are two thermostats in the lower level, one by the drinking fountain, and one in the nursery. There are two thermostats in the meetingroom upstairs for just that area. There is one thermostat in the conference room.

* during the summer months, leave the basement thermostat as set for air conditioner and dehumidifier

* make sure the stove is off

* leave the kitchen cleaner than you found it, including the floor

* tables, chairs, etc. wiped thoroughly and put back in place

* if food is eaten, vacuum or sweep areas - spot clean any soiled area

* garbage and recycling must be taken with you as we have no pick-up - replace trash can liners with bags, located in the storage room off the kitchen

* all lights off (check the bathrooms and storage closet)

* nursery area picked up if used - toys reassembled and restored to original places - clean carpet if needed as per above - take any soiled diapers out of the building

* if the microphone/audio system was used, make sure it is off and microphones are back in sound cabinet with batteries removed and placed in recharger

* if the phone ringer was turned off in the outer office, turn it back on.

* doors locked and double-checked - once outside, pull on the handle to see if the door is secure. If the bars were “dogged”, be sure to return to locked position. If you are in charge of locking up, please make sure someone explains this information.

* vacate building by 10:00 p.m. as per agreement with our neighbors