



TOWN HALL CLOSING CHECKLIST

1. Close and lock doors and windows.
2. As appropriate, fold chairs and tables and store.
3. Remove all recyclables from the premises. Place trash in appropriate outside containers.
4. Remove all food and beverages.
5. Flush toilet and confirm sink water is off.
6. Sweep floors and, when appropriate, clean up any spilled food or other items from the floors.
7. Turn off all lights and fans.
8. In winter, return thermostat to 58 degrees.
9. In Summer, return thermostat to 65 degrees.
9. Lock, check and check again all doors and windows.
10. Inspect surrounding yard, clean up any trash or debris that may have been left as a result of the use.