

## CHECK LIST FOR BUILDING USE

Before you leave, check off items for the rooms you used:

| Rooms Used  | Tasks  |
|---|--|
| Halls and Foyer   | <input type="checkbox"/> Pick Up Trash   |
| Bathrooms   | <input type="checkbox"/> Flush toilets<br><input type="checkbox"/> Clean sink areas<br><input type="checkbox"/> Pick up paper  |
| Auditorium  | <input type="checkbox"/> Chairs set up<br><input type="checkbox"/> Chairs straightened<br><input type="checkbox"/> Pick up trash   |
| Café, Classrooms,<br>High School and<br>Middle School Rooms | <input type="checkbox"/> Pick Up Trash   |
| Kitchen   | <input type="checkbox"/> Clean up<br><input type="checkbox"/> Restore to order<br><input type="checkbox"/> Wipe counters and carts<br><input type="checkbox"/> Put trash in dumpster |

I have performed the above checked tasks before exiting the building.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_