

Cleanup Checklist

STOP. Before you leave, check to ensure the following tasks are completed. This area is a community resource. Keep it nice for everyone.

- Tables & chairs wiped clean and put in original position
- Library's AV Equipment turned off
- Garbage tied up and placed in outside dumpster, garbage liner replaced.
Dumpster is located on the north side of the yellow pole shed in the village parking lot
- Tile floor spot cleaned, including restroom
- Carpets vacuumed
- Restroom toilets flushed
- All areas cleared of group's items
- Refrigerator cleared of group's items
- Serving pieces cleaned and returned to proper place
- Microwave, coffee maker and toaster oven clean and turned off
- Kitchen and bathroom sinks rinsed out and dry
- Counters wiped clean
- Lights turned off
- Secure the building
- If you borrowed library keys, returned in outside book drop