

**CHECK LIST FOR DOLORES COUNTY PUBLIC SERVICE CENTER MEETING ROOM**

THE RESPONSIBLE PERSON USING THE MEETING ROOM **MUST** MEET WITH THE CUSTODIAN OF THE BUILDING AND DO A WALK THRU PRIOR TO THE SCHEDULED MEETING, AND AFTER ALL TASKS BELOW ARE COMPLETED.

USE THE FOLLOWING CHECK LIST AND INITIAL ALL TASKS COMPLETED AND RETURN THIS FORM ALONG WITH THE KEY TO THE PUBLIC SERVICE CENTER. THANK YOU FOR YOUR COOPERATION.

WEEKEND MEETINGS: ALL TRASH MUST BE EMPTIED FROM THE MEETING ROOM, KITCHEN AND BATHROOMS.

\_\_\_\_\_ SHUT ALL WINDOWS AND/OR DOORS

\_\_\_\_\_ IF THERMOSTAT IS CHANGED, PUT IT BACK TO THE ORIGINAL SETTING

\_\_\_\_\_ CLEAN KITCHEN

\_\_\_\_\_ BATHROOMS; Empty all trash, pick up all messes.

\_\_\_\_\_ TABLES AND CHAIRS: Make sure tables and chairs are clean and put back the way they were

\_\_\_\_\_ TRASH: Empty all trash cans used and take out to the dumpster

\_\_\_\_\_ FLOORS: Make sure all floors are clean If you cause a stain on the carpet, you must clean it up.

\_\_\_\_\_ LIGHTS: Make sure all lights are turned off

\_\_\_\_\_ DOORS: Make sure all doors are locked before you leave the building.

Signature of tasks completed: \_\_\_\_\_

Signature of Custodian \_\_\_\_\_

**THANK YOU FOR KEEPING OUR BUILDING NICE!!**