

BENTON COMMUNITY BUILDING
CHECK LIST

Name of Organization or Person _____

Date and Time Building Used _____

Please inspect building and premises when you arrive. If there is anything out of order please indicate _____

1. Empty all trash and put in clean trash bags _____

2. Put away all chairs and tables _____

3. Vacuum all carpet (Including mats at entrance and in kitchen) _____

4. Clean bathrooms _____

 Sweep and mop floors _____

 Empty trash _____

 Check and fill paper towels and toilet paper _____

 Be sure all toilets have been flushed and are clean _____

 Check to be sure that no water is running in sinks or toilets _____

5. Clean kitchen _____

 Sweep and mop floors _____

 Wash, dry and put away all dishes, silverware, utensils & pans _____

 Wash off stove and counters _____

 Do not leave anything in the refrigerator _____

 Launder and return kitchen towels _____

6. Set the heat/cooling thermostats as posted _____

7. Turn off all lights _____

8. Lock all outside doors _____

9. Completely fill out and drop this form and key in drop box at City Building _____

Comments _____

Signature _____