END OF PORCH CLUB EVENT CHECKLIST

• Tables and chairs neatly stacked in holder
• Any moved furniture returned to original position
• Spills on the floor wiped with damp clean towel (found on shelf under the microwave)
• Dirty towels placed in the plastic bucket located near the double doors in the kitchen
• Hardwood floors broom swept (broom and dustpan located in alcove next to side entrance of stage)
• Trash cans in bathrooms emptied
• Dishes washed, dried, and put away (nothing left in drainer)
• Sink wiped and clean
• NO FOOD OR DRINKS left in the refrigerator or freezer
• Trash bagged and placed in outside black trash cans near handicap ramp
• Recycling (unbagged) placed in outside blue containers near handicap ramp
• If heat was used, please turn down to 50 degrees
• If AC was used, please make sure both units are turned off
• Lock front door and side doors
• Turn off all lights
• Leave key on bulletin board in kitchen
• Exit and lock back door