

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 and dried (nothing left in drainer)
- Sink wiped and clean
- NO FOOD, DRINKS or ICE 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