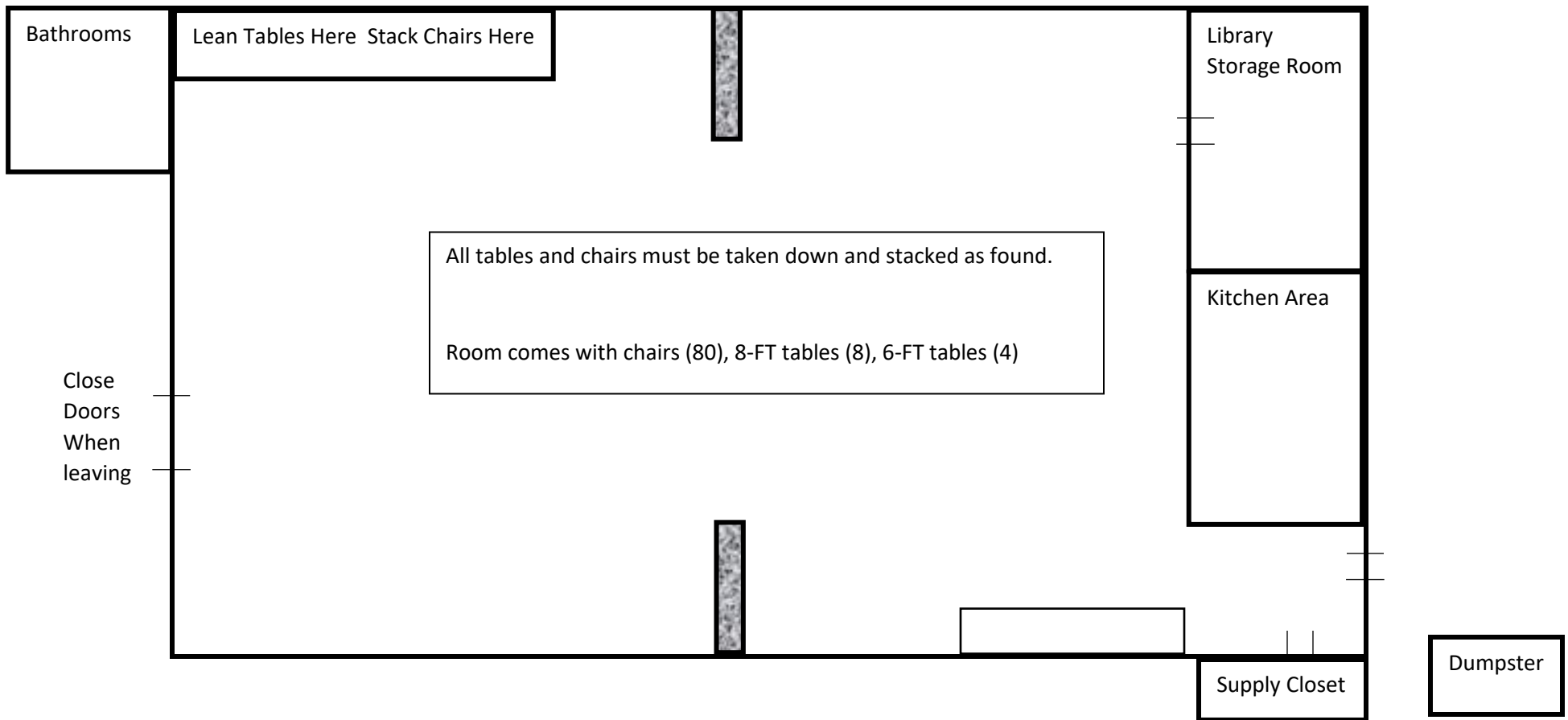


Community Room Layout and Checklist



Closing Check List		
Tables/Chairs	<input type="checkbox"/> Refrigerator Cleaned	<input type="checkbox"/> Bathroom Lights Off
<input type="checkbox"/> Cleaned	<input type="checkbox"/> Microwave Cleaned	<input type="checkbox"/> Community Room Lights Off
<input type="checkbox"/> Leaned against wall	<input type="checkbox"/> Sink	<input type="checkbox"/> All Trash removed from bathroom/Premises
Floors	<input type="checkbox"/> Coffee Pot – SHUT OFF	(Dumpster available outside back door)
<input type="checkbox"/> Swept/Vacuumed	<input type="checkbox"/> Counters Cleaned	
Kitchen Area	<input type="checkbox"/> All Food Removed	
<input type="checkbox"/> Stove Cleaned	<input type="checkbox"/> Bathrooms	