



Building Use Closing & Departure Checklist

Please complete the following tasks before vacating the premises. Failure to complete this list may result in a deduction from your security deposit.

1. Trash & Disposal

- ☐ All trash cans emptied into the main dumpster located in the parking lot behind the garage.
- ☐ New liners placed in all indoor trash cans (liners are found in the social hall kitchen under the sink).
- ☐ Any outdoor litter or debris from the event picked up.

2. Food & Beverage (If applicable)

- ☐ All countertops, sinks, and tables wiped down with disinfectant.
- ☐ All personal food/beverages removed from the building.
- ☐ Microwave and oven checked and turned OFF.
- ☐ No dirty dishes left in the sink or dishwasher.

3. Room Setup & Furniture

- ☐ Chairs stacked or arranged in their original configuration as per photo on the door.
- ☐ Tables wiped clean.
- ☐ Floors swept or vacuumed (vacuum in the social hall closet).
- ☐ Spills spot-cleaned immediately.

4. Utilities & Electronics

- ☐ Lights: All lights turned OFF (including restrooms and hallways).
- ☐ AV Gear: Projectors, microphones, and sound systems powered down.

5. Security & Exit

- ☐ All exterior windows checked and locked.
- ☐ All interior doors closed.
- ☐ Main entrance door pulled shut and confirmed LOCKED.
- ☐ Key returned in a labeled envelope through the office door drop slot. Envelopes in the rack across from the office.
- Photo documentation of space(s) texted to Lynda Nadkarni at 708-622-5050 (optional)

