



## HERITAGE HALL BUILDING

(check list to secure building before leaving)

- \_\_\_ Turn thermostat to 65 degrees (in Winter)
- \_\_\_ Close & lock all windows
- \_\_\_ Check and clean bathrooms
- \_\_\_ Vacuum carpeted area
- \_\_\_ Sweep and mop all floors
- \_\_\_ Wipe all counter space in kitchen
- \_\_\_ Check to see that the oven is off
- \_\_\_ Clean any spills within the refrigerator
- \_\_\_ Wipe clean tables and put them away
- \_\_\_ Remove trash and replace bags
- \_\_\_ Empty trash in green containers outside
- \_\_\_ If fireplace was used, make certain embers are very low or fire is completely out.
- \_\_\_ Lock and test all 3 doors when leaving
- \_\_\_ Remove and dispose of all signs in the Park