

GCA BUILDING CHECKLIST

(Revised March 1, 2008)

In order to protect our common property, the following checklist must be completed by all authorized users of the Community Building. Please place the completed checklist under the office door after each use. Thank you! (**Warning: Failure to complete this form will result in penalty. See "Rules and Regulation's" for details.**)

Name of Organization: _____

Name of Person Completing Form: _____ Phone #: _____

Date: _____ Time: _____

Kitchen

- . Clean Countertops
- . Clean Sink - Faucets "Off"
- . Fridge Empty and Clean
- . Trash Cleared from Building
- . Stove/Oven "Off" and Clean - Timer "Off"

Restrooms

- . Toilets Flushed and Not Running
- . Clean Sinks - Faucets "Off"
- . Trash Cleared from Building

Hall (Main Room)

- . Clean Tabletops
- . Tables and Chairs Neatly Arranged and Stored
- . Decorations Removed (No tape Left on Fans/Walls/Ceiling)

NOTE: Floor throughout building (Kitchen, Restrooms, Main Room) must be left clean for the next user of the facilities. (Floor must always be swept; mopped, if necessary. MOPS & BROOMS MUST BE STORED "OFF THE FLOOR" IN THE UTILITY ROOM USING THE HOOKS PROVIDED.)

All Lights Out

Fans "Off"

Temperature Control - Timer "Off" (Normal Air - 80 ; Heat - 70). PLEASE DO NOT CHANGE THERMOSTAT.

Doors Closed and Locked

Exterior Grounds Cleared/Cleaned of Debris

Problems? Everything OK? Comments: _____

