

EASTON PUBLIC LIBRARY

P.O. BOX 2 – 691 MOREHOUSE ROAD - EASTON, CT 06612
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CHECKLIST FOR CLOSING MEETING ROOMS

All the items listed below are to be checked off by the individual responsible for the use of the room at this scheduled event.

* _____ All furnishings (chairs, tables, podium, etc.) have been returned to their original location. If windows were opened, they have been closed and locked. If window blinds were used, they have been returned to their original position. Garbage has been collected and properly bagged for disposal. If possible, garbage should be discarded in the dumpster at the rear of the Library building (housed in white enclosure) or left in the receptacle outside the exit door at the rear of the Community Room. Items belonging to the individual or group have been removed.

_____ If any audiovisual equipment was used, it has been turned off and unplugged.

_____ The pantry has been checked. All appliances used have been turned off, unplugged and cleaned. Counters, cabinets, and any spills have been wiped clean. Refrigerator has been emptied of items belonging to the individual or group. Pantry floor has been swept. Water has been turned off and sink wiped clean. If the window was opened, it has been closed and locked. Garbage has been collected and properly bagged for disposal (see above). Pantry lights have been turned off.

* _____ Room has been vacuumed and the vacuum cleaner has been returned to the pantry.

_____ Rear exterior door is locked and secured.

_____ Both bathrooms are tidy. Paper towels, etc. have been disposed of properly. Toilets are flushed. Water has been turned off; sink and counter top are clean. Bathroom lights have been turned off.

_____ All items belonging to the individual or group using the room have been removed.

_____ Foyer area is neat and clean.

_____ Lights in the meeting room have been turned off. Lights in the foyer have been turned off.

_____ Front doors have been locked and secured.

_____ Key has been returned to the Police dispatcher.

Additional Instructions: _____

_____ Key has been returned to the Police Department dispatcher.

Please drop form into book drop or return to front desk in Library.

Signature: _____

Date: _____