

TOWN HALL CLEANING CHECKLIST

Town Hall Check List:

The Town Hall should be left clean to include the following:

- Wipe off all tables and chairs**
- Put all tables and chairs where you found them**
- Remove all your personal decorations and return any Town Hall items to their original location.**
- Sweep and mop all tile floors (kitchen and bathrooms)**
- Wipe down all kitchen countertops and sinks**
- Wipe down bathroom sinks and toilets**
- Empty all trash (including restrooms) into outside trash bins**
- Turn off stovetop and oven (if used)**
- Wash dishes and return to storage area (if used)**
- If oven, refrigerator, and stovetop used, clean inside and wipe down outside**
- Inspect and clean outside grounds for any party debris**
- Turn off lights in all areas**
- Secure building- make sure all doors are locked**

If you have any concerns about the condition of the Town Hall, please inform the Town at 828-287-7943. Thank you for your cooperation.