**Madrid Community Building Checklist:**

**If the building is not left in clean condition, you may lose part or all of your deposit.**

1.Turn Down heat to 60 degrees.

2. Turn off All lights.

3. Lock all doors/Shut and lock windows.

4. Sweep, Mop floors & Vacuum entrance rugs. (MOPS etc. located in storage room)

\*Mop floors with warm water only/cleaner for floor clearly marked.\*

5.If using stove/oven use ventilation fans while in operation. (Switch located next to stove)

6. Clean Kitchen counters, stove, and refrigerator. (cleaning supplies in storage room)

7. Place dirty dish clothes and towels in the sink.

8. Put dishes, pans, etc. back in the proper location.

9.Ceiling fan switch is over the double doors inside dining hall.

10.Clean tables and chairs before putting away.

11.No sitting or standing on tables. (step ladder in storage room)

12.NO tables or chairs to be taken out of building.

**\*\*Place tables back around outside walls where found, place remaining tables upside down on top. (Stack no more than 2 high)\*\***

13.DO NOT BLOCK EXITS

14. All chairs placed on carts.

15. Bathrooms: Flush and clean toilets/Urinals. Replace all paper towels, and toilet paper.

\* Supplies can be found in storage room.

16.You are responsible for removing all garbage/trash.

17.No rollerblade or Skateboards in building.

18. Please take down any decorations outside/inside at the end of your event.

20.No smoking in building, smoking receptacle outside front door. Pick up all cigarette butts if thrown on the ground.

**If there are any issues, please contact Tammy Hawkins @ 315-323-5060**