

# BEFORE YOU LEAVE, DOUBLE CHECK THIS LIST

Before leaving the building after each function, please make sure the following items are done:

- Dishwasher turned off & drained
- Stove and oven cleaned and turned off (also the fan)
- Coffee maker cleaned and turned off
- All tables wiped clean
- All sinks, backboards and counters wiped clean
- All dishes and pans and kitchen tools cleaned and put away
- Paper towel holders in kitchen refilled
- ALL garbage emptied (into dumpster) and bags replaced   
(Exception: Large trash cans should be turned over  
and replaced on island)
  
- Remove all of your leftovers from the refrigerator!
  
- Floors in kitchen and dining room swept and mopped
- Sweeping and mopping equipment put away
  
- All decorations removed
- Library door shut
- All lights turned off
- All outer doors secured shut

- If necessary, use a little bleach to remove stains from white cups
- Paper towels and keys are in the janitor's closet
- Mop and rolling bucket are in the janitor's closet
- Garbage bags are in the kitchen broom closet

Please notify a member of the Masonic Temple Board if you notice any supplies that need to be replaced.

It is your responsibility to notify a member of the Masonic Temple Board if the building is not clean at the beginning of your function.

THANK YOU for your assistance in keeping our building clean!!