

MARCROFT HALL CHECKLIST

Welcome to Marcroft Hall. We're happy to have you here. We only ask that you help keep up the condition of the HALL so that we can make it available to others

- Please leave the HALL as you found it. Should there be any problem with the cleanliness or condition of the furnishings when you open the HALL, please notify us immediately. We would appreciate your help.**
- The floors should be swept and the dust placed in the trash containers for removal from the premises. We ask that you remove all rubbish from the premises and place clean plastic liners in the trash containers. Please do the same with the restroom trash containers.**
- The tables and chairs should be wiped down and returned to their original configuration.**
- Be sure that the stove is turned off and all sinks are wiped clean. If you use the refrigerator, please wipe off the shelves and body of the appliances.**
- Please close the blinds, making sure the windows are closed and locked.**
- Return the thermostat to its original position if applicable.**
- Wet Mop all areas of major spills**
- Turn off the lights and lock the door.**
- All dish towels, dusting clothes and dish washing sponges should be left laundered and clean, and if removed for this purpose, should be returned with the key.**
- All brooms, mops and floor cleaning equipment should be cleaned after each use.**
- Turn off swamp cooler and overhead fan.**

THANK YOU FOR YOUR HELP!