

FAIRLEE TOWN HALL PROCEDURES PUNCH LIST

Opening Facility

Pick-up Keys to Town Hall Opening Building-

First In:

- Unlock Front Door
- Front Hall Light and Entry Light to right of door
- Unlock ADA Elevator Entry Door with Key provided. Turn to Right for Red Light to go Off.
- Turn on/off Tower Covered Porch light (to left of door)
- Auditorium Lights are to the-Left when entering through double-doors.

Trash and Recycling

Unless other arrangement are discussed, all trash is to be brought out to the dumpster
All recyclables are to be brought to the kitchen - place in recycling bins

Tables and Chairs

All tables are to be cleaned and put back in the location originally found

The wooden chairs are not to be dragged across the floor and are to be returned to the location originally found.

The plastic chairs are to be returned to the chair cart (only 35 chairs max on the cart)

Custodial Duties

Janitor cart located in basement, brooms in kitchen

Keep all floors clean of all spills and debris (includes hallways stairways, and elevator)

Clean auditorium counter and workspaces

Pick up debris off bathroom floors

Inspect bathrooms for any potential problems (clogging)

Auditorium floor (and stage if necessary) to be swept clean and debris picked up

Hallways and Stairways to be swept clean as needed

When Closing and Leaving the building

Last Out:

- Close: Balcony Door, Door adjacent to concession area and Double Doors to Auditorium.
- ADA Elevator Entry Door Closure - Use key provided. Turn to right for Red Light to go On.
- Lock Tower Entry Door.
- Turn on/off Tower Covered Porch Light (to left of door) Lock Kitchen Back Door.
- Turn off All Inside Lights
- Turn on Front Entry Porch Light (to left of front door) Lock Front Door

SEE FAIRLEE TOWN HALL PROCEDURES ON REVERSE

FAIRLEE TOWN HALL PROCEDURES

Garbage:

All garbage is to be placed in dumpster outside of kitchen door by Old Fire Station.

Recycling:

All recycling is to be in respective containers in Kitchen

Kitchen:

Plates, cups, bowls, glasses and silverware are in GrangeRoom cupboard. When used - wash and return to cupboard.

Before Departing...facility rooms used, including all bathrooms, should be cleaned. Cleaning supplies can be found in the kitchen.

Winter Conditions

All entrances must be clear of snow/ice. The clearing of snow/ice may need to happen during/on-going the time of your rental period depending how hard it's snowing. Apply salt to steps. Shovels can be found in the "ticket booth" on the first floor.