

Center Closing Procedure

Main Hall

- All chairs should be stacked against the back wall.
- If any tables brought upstairs should be moved back downstairs.
- Carpet vacuumed, if necessary.
- All windows should be closed.

Rooms/Hallway Downstairs

- Chairs stacked in the corner.
- Tables folded and stacked against the wall.
- Floors broomed, if necessary.
- All trash cans should be emptied and trash be thrown in the dumpster outside.

Kitchen (If used)

- No dishes left in the sinks.
- Sink wiped clean
- Floor Mopped clean.
- Counters wiped clean.
- Gas turned off. Yellow handle should be in horizontal position (see picture below).



Bathrooms

- Counters wiped clean.
- Toilets Flushed if necessary.
- Floors mopped if necessary.

General

- All lights off (including bathrooms).
- All doors (both front and back) locked.