Town Hall Cleanup Checklist

___ Sweep floor

___ Dispose of all trash in bags in trash receptacles

___ Place all recyclables in appropriate bin(s)

___ Replace all furniture that was moved for the Event (NOTE, no Historical Society and/or Alumni Association exhibits/items may be moved).

___ Turn off all lights

___ Lock all doors

Please complete this checklist and sign, indicating that all the tasks have been completed. Thank you!

_____
(name)

_____
(signature)