

RICHFIELD TOWN HALL

Please check the following after using the hall:

1. Check stoves to see if burners and ovens are turned off.
2. Check windows to make sure they are closed and locked.
3. Leave only 5 tables up downstairs, none upstairs, and only 1 in the kitchen.
4. Put all chairs away.
5. If you move the coat racks, put them back against the east wall when finished using the hall.
6. While using the hall, set thermostat up and then do not adjust the temperature until you leave at which time it should be set to 60 degrees.
7. Check all doors to make sure they are locked.
8. Floors should be swept and clean. All spills should be damp mopped.
9. If using upstairs, close all registers and doors after using the hall.
10. Return all cleaning supplies to their respective storage areas.
11. Clean all table tops.
12. Bag garbage and leave inside by the back door.

THANK YOU!