

# TOWN OF DECATUR BUILDING USE CHECKLIST

- \_\_\_\_\_ Clean and pick-up area
- \_\_\_\_\_ Remove all garbage (anything you brought with you)
- \_\_\_\_\_ Vacuum floor if needed
- \_\_\_\_\_ Desk, Tables & Chairs back to how they were when you arrive  
(Please be careful not to slide on carpeting)
- \_\_\_\_\_ Clean Bathroom
  - \_\_\_\_\_ Sink - must be cleaned
  - \_\_\_\_\_ Toilet – must be scrubbed and cleaned
  - \_\_\_\_\_ Sweep Floor
- \_\_\_\_\_ Close Windows if opened.
- \_\_\_\_\_ Reset thermostat - 55 in winter - 80 in summer
- \_\_\_\_\_ Turn off all lights
- \_\_\_\_\_ Lock both locks on all doors
- \_\_\_\_\_ Put key through the mail slot making sure that it falls through and is  
not on the ledge
- \_\_\_\_\_ Sign and date this checklist and put through the mail slot with the  
Key.

I hereby certify that all of the above items have been done and checked.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_