

Town of Kure Beach Community Center Checklist

AFTER EVENT CHECKLIST – LESSEE COPY Kure Beach Community Center, 118 North 3rd Avenue Kure Beach, NC 28449

Event Date and Times _____

Lessee/Name of Person or Organization _____

INSTRUCTIONS: Check off each item and **SIGN WHERE INDICATED**. This completed form is to be left on the kitchen counter when you leave. Cleaning supplies such as mops, broom, plastic bags and cleaning liquids are located in the storage closet off the kitchen.

1. Floors swept (no crumbs, sand, debris, paper) and/or wet mopped (no spills or stains).
 2. Tables are wiped clean after use (no spills, stains, or debris).
 3. Tables and chairs replaced as found or put away in proper storage area.
 4. If used, the kitchen area, including counters, sink, stove and coffee maker are clean.
 5. All trash bags are carried to the outside garbage cans, and new plastic bags are placed on the inside trash cans.
 6. Bathrooms left in clean condition.
 7. No evidence of tape, adhesives, tacks, fasteners that marred a surface of the walls, furniture, mirrors, etc.
 8. Thermostats reset to non-use settings: 65 in winter, 75 in summer
 9. All lights turned off (inside and outside).
 10. No evidence of abuse inside or outside.
- Entry doors in locked position

Additional comments: _____

Signature of Lessee

Date