CHECK SHEET

Please check each box pertaining to your request and sign below to confirm that you left the Lodge facility clean and in order upon leaving. Return check sheet and Lodge key to Moseley 206 by 10AM the next available workday.

USE CLEANING SUPPLIES ON KITCHEN SHELF NEAR ENTRANCE.

- Place trash outside in dumpster located at side entrance of the building
- Leave 6 tables setup as shown and return remaining tables/chairs to right side of room.
- Clean Kitchen (if used)
- Fire Pit: Make sure fire is extinguished with water, pit is cleaned out and return unused wood to storage behind Lodge
- Stack picnic shelter furniture on the right side of the shelter
- Turn off all lights [two switches in the hall by the kitchen, the switches at the main front door entrance, main room switch – beside women’s restroom near fold up chair setup, and switch by fireplace for outside lights]
- Adjust two heat/AC boxes in main room when leaving: Fall/Summer/Spring – turn off AC; Winter – turn thermostat to 55 degrees.
- Return any moved items or furniture to their “home.” (There should not be furniture left outside of the Lodge.)

Group/Event:________________________________________ Contact person:____________________________________________________

Date of event:________________________ Name of person returning key:____________________________________________________

Comments:____________________________________________________________________________________________________

__________________________________________________________    ____________________________
Signature                                                                                          Date