LINCOLN TOWN HALL CHECKLIST

____ **Tables and Chairs** are to be cleaned/wiped down

____ Clean **Kitchen sink and Countertops**. Check to make sure there are no objects in the garbage disposal and make sure it is in working order. Make sure faucet is turned off.

____ **Floor** is to be dry mopped and spills to be cleaned up

____ If you use the **refrigerator,** take your leftovers home and make sure the refrigerator is clean and the door is closed

____ If you use the **stove/oven, microwave or coffee pot**, clean them of any spills/stains

____ If **party decorations** are used, **DO NOT** use mounting screws, tacks, nails or tape on the ceilings, walls, tables or chairs

____ Flush **toilets** and make sure the **bathrooms** are free of messes.

____ Close all **windows** and lock them. Do not open windows if air conditioning is in use.

____ Return **thermostat** to 68 degrees

____ Turn off all **lights**

____ Check all **entryway doors** to be sure they are closed and locked

____Main ____South ____East

____ Pick up all **outside litter**, including cigarette butts. Bag all **garbage** and place it in the dumpster located near bathrooms. Garbage during the months of May through October should be placed in the dumpsters located outside the South exterior door

____ **Key** should be placed in the Payment Drop Box located to the right of the main door

To arrange for key pickup, contact: Tressa Votis
715-889-2000
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