

HBC Facilities Exit Checklist

- _____ Floors have been cleaned and trash disposed of properly
- _____ All tables and chairs have been put back as they were.
- _____ Restrooms have been checked for cleanliness, stools flushed, etc.
- _____ All interior doors and windows are closed and locked.
- _____ Sound system, if used, is turned off.
- _____ All play equipment has been put back in storage.
- _____ All exterior doors are locked.
- _____ All lights are turned off.
- _____ Heating/air conditioning thermostats returned to prior settings.
- _____ Items broken, missing, or needing maintenance: _____
