

Cleaning Checklist



Lawrence Barn Community Center
28 Depot Road, Hollis, NH 03049

Use this cleaning checklist as a guide to keeping everyone using the barn safe & healthy!

Did you...	CHECK	
Disinfect all surfaces	<input type="checkbox"/>	Cleaning supplies and tools are stored in the closet located between the Women's & Men's bathrooms and in the cabinet marked "cleaning supplies" in the small room off of the kitchen.
Bag trash and bring out to dumpster	<input type="checkbox"/>	Upon exit, both meeting rooms should be left in the standard set-up position. Additional tables & chairs must be stacked & returned to the storage area. See photos outside kitchen for room set up.
Replace the trash liners	<input type="checkbox"/>	Posters, decorations and displays must be removed at the end of the event. Items may only be attached using painters' tape. Thumb tacks and nails are not allowed under any circumstance. Do not tape anything to the glass doors.
Wipe down bathroom surfaces	<input type="checkbox"/>	Materials and leaflets, which advocate the election of a candidate, political or otherwise, must be removed at the end of the event.
Clean the kitchen	<input type="checkbox"/>	Signs shall not be placed outside the Lawrence barn or on Town property without permission from the Select Board.
Remove all food from refrigerator	<input type="checkbox"/>	All minors must have appropriate supervision.
Wipe out microwave	<input type="checkbox"/>	Thermostat is set to 68 degrees in the winter. Air Conditioning is set to 75 degrees in the summer (small room only). Please do not change.
Remove all personal decorations	<input type="checkbox"/>	Candles, open flames, tents and bouncy houses are not permitted at the barn.
Clean floors of all debris. (Sweep or Dry Mop)	<input type="checkbox"/>	There shall be no smoking or use of intoxicating or illegal substances of any kind.
Leave bathroom doors open	<input type="checkbox"/>	The town of Hollis will not be held responsible for any articles left in the facility.
Turn off all lights, including exterior and ceiling fans	<input type="checkbox"/>	The town does not have a license to show copyrighted movies.
Return all audio & visual equipment to the closet	<input type="checkbox"/>	
Turn off audio & projector (if used)	<input type="checkbox"/>	
Make sure that all doors are locked	<input type="checkbox"/>	

Issues upon entrance? Call the Communications Center 603-465-2303