

CIVIC CENTER CHECKLIST

- 1. ALCOHOLIC BEVERAGES AND SMOKING ARE NOT ALLOWED IN THE CIVIC CENTER.**
- 2. PUT THE CHAIRS BACK IN ROWS.**
- 3. TAKE THE TRASH OUT TO THE TRASH CANS.**
- 4. SWEEP AND MOP THE KITCHEN AND THE BATHROOM FLOORS.**
- 5. VACUUM THE CARPET AND PRE-TREAT ANY STAINS USING THE CARPET CLEANER IN THE SPRAY BOTTLE UNDER THE KITCHEN SINK. PLEASE REPORT STAINS TO CITY HALL SO WE CAN HAVE THEM CLEANED.**
- 6. CLEAN THE DISHES.**
- 7. EXTRA TRASH BAGS AND TOILET PAPER ARE UNDER THE SINK.**
- 8. DO NOT USE THE AUDIO EQUIPMENT!**