



Building Usage Check List

- _____ Pick up all trash left on bleachers and empty all trash cans.
- _____ Put away all equipment used (basketballs, chairs, tables, etc.)
- _____ Take out any trash and put in the proper receptacle.
- _____ Turn the lights off.
- _____ Check all doors to make sure they are secure and locked before leaving.
- _____ Empty trash in the restrooms after games & tournaments. (Trash-Trash bin in Parking lot.) (Cardboard boxes-recycle bin outside the kitchen door.)
- _____ Wipe down bathroom counters.
- _____ Pick up trash on bathroom floors

PLEASE REMEMBER TO TURN THE LIGHTS OFF AND LOCK ALL DOORS. OUR NIGHT CUSTODIAN HAS DIFFERENT HOURS THAN OUR PREVIOUS CUSTODIAN.

Thank you for helping keep our building clean and in good working order!

Comments:

Signature

Organization

Date