



Community Room Quick Checklist

Main Room		Other	
<input type="checkbox"/>	Wash/Spray Hard Surfaces	<input type="checkbox"/>	Bathroom Checked
<input type="checkbox"/>	Chairs Stacked	<input type="checkbox"/>	Office Kitchen
<input type="checkbox"/>	Floor Swept	<input type="checkbox"/>	Carpet - vacuum if needed
<input type="checkbox"/>	Dishes Clean	<input type="checkbox"/>	Refrigerator - Items Removed
<input type="checkbox"/>	Sink Emptied/Clean	<input type="checkbox"/>	Key Returned to LockBox
<input type="checkbox"/>	Coffee Pot Off	<input type="checkbox"/>	<p>Please let us know if any re-useable items need to be replaced.</p> <p><i>Donations are always appreciated!</i></p> <p>Thank You!</p>
<input type="checkbox"/>	Table Covers Wiped		
<input type="checkbox"/>	Lights Off		
<input type="checkbox"/>	Windows Locked		
<input type="checkbox"/>	Doors Locked		

Questions/Concerns: District Manager, Alison Adams – 231-881-5109
 Charlevoix Conservation District – 231-582-6193, www.charlevoixcd.org

Please let us know of any noted damages, items that need to be taken care of, or other suggestions or comments you'd like us to be aware of. The District is limited in funds, but we are happy to do what we can to better accommodate you & your Community Room experience! Thank you.