

## Sherborn Community Center Shutdown Check List

Function: \_\_\_\_\_

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_

Keys (2) Returned to Lock Box

### GREAT HALL

- Used for function? Yes / No
- Decorations removed
- Personal belongings of renter removed
- Windows closed -- shades 1/2
- Tables wiped
- All trash removed
- Fire escape alarmed & outside light off
- Stage lights off
- Thermostat down (See Note below)
- Overhead lights off

### ATTIC STORAGE AREA

- Function/personal stuff removed
- Attic lights out
- Door closed

### HALL WAY (2nd Floor)

- Floor dry
- Windows closed
- Decorations removed
- Table wiped

### PANTRY

- Used for function? Yes / No
- All trash and recyclables removed
- Broom swept - floor dry
- Water heater circuit off
- No food in fridge
- Oven off - fan off
- Windows closed

### OFFICE

- Items stored during function removed
- Lights off
- Door locked

### SCHOOL ROOM:

- Used for function? Yes / No
- Trash & stuff removed from porch
- 2 porch doors shut tight & porch light off
- Tables wiped
- All trash removed
- Individual air units on low
- Windows closed - shades 1/2
- Lights off

### RESTROOMS:

- Flush urinal
- Check toilets not running
- Sinks, faucets shut off
- Check toilets not running
- Lights off

### CONFERENCE ROOM:

- Used for function? Yes / No
- Tables wiped
- Windows closed -- shades 1/2
- All trash removed
- Individual air units on low
- Lights off
- Room locked

### ELEVATOR:

- Returned to 1st floor
- Key removed
- Light off
- Gate closed
- Doors closed

### GENERAL:

Caterer / bartender / renter should check outside building for recyclables and trash.  
 Arrangements made for pickup of rental items left; all liquor removed from premises.  
 Incident report completed. Any incident? \_\_\_\_\_

Check list of SCC items loaned to renter is returned.

**Note:** Hall thermostat is for AC only. "Down" = 85  
 Inside GH - Right side is AC - "Down" = 80 Left side is heat - "Down" = 64

All hallway lights off. **Host/ess Signature and Date** \_\_\_\_\_