

## TERWILLIGER LODGE CHECK LIST

THE LODGE WILL BE CHECKED AFTER YOU LEAVE BY A CITY EMPLOYEE. ANY DAMAGE WILL BE DOCUMENTED AND ON FILE AT CITY HALL BY THE NEXT BUSINESS DAY. BEFORE YOU LEAVE, PLEASE CHECK THE FOLLOWING:

- \_\_\_\_\_ Clean tables and chairs and place them in the same location as they were found.
- \_\_\_\_\_ Vacuum carpeted floors
- \_\_\_\_\_ Remove all trash and garbage from the building, including the kitchen and restrooms. The trash should be placed in the dumpster located in the front corner of the parking lot near Deerfield Road.
- \_\_\_\_\_ Place aluminum cans and plastic bottles in the Recycle containers. If the liner is full, please remove plastic bag from container and place the bag outside the front entrance of the lodge.
- \_\_\_\_\_ Turn out all lights except the foyer light. Lights that are on dimmers need to be turned off with the switch. Do not turn them off by the dimmers.
- \_\_\_\_\_ Turn off the exhaust fans.
- \_\_\_\_\_ Check all three (3) thermostats and make sure that they are left at the following setting:
  - Winter heat (60 degrees)
  - Summer cooling (80 degrees).
- \_\_\_\_\_ Remove all food, drinks, bags of ice and other items from the refrigerator and cabinets, clean out the microwave and wipe countertops in the kitchen.
- \_\_\_\_\_ Do not use tape, staples, pins, etc. that will damage the paint on the walls.
- \_\_\_\_\_ If the fireplace is used:
  - Do not turn on the exhaust fans as this will pull the smoke out of the fireplace and into the room.
  - Be sure the fire is cooled to a safe level before leaving.
  - Check that the glass doors are shut tight before leaving.
  - The fireplace will be cleaned by a city employee. Do not attempt to remove fire residue.
- \_\_\_\_\_ Do not use tape, staples, pins, etc. that will damage the paint on the walls.
- \_\_\_\_\_ Check all doors to be sure that they are locked, including sliding doors.
- \_\_\_\_\_ Return key (and audio equipment if applicable) to City Hall by the end of the next business day. You may drop the key through the mail slot in the front door at anytime if you are unable to return it during business hours. Be sure the key tag showing the number is attached to the key.
- \_\_\_\_\_ Please make a note on the key return envelope if any tables, chairs or other equipment which need repair or replacement.

**PLEASE REFER TO THE RULES AND REGULATIONS TO FIND THE FEES WHICH WILL BE ASSESSED FOR ANY VIOLATIONS.**