

## **HUB Check-Out List**

- ☐ Wipe down tables and chairs before putting them away
- ☐ Wipe down kitchen countertops
- ☐ If any furniture was moved, return it to its original position
- ☐ Sweep floors - broom and sweeper are in the storage room
- ☐ Clean handprints off of glass doors if needed - glass cleaner is in the storage room
- ☐ Place used kitchen towels/washcloths in laundry basket in the storage room
- ☐ Empty kitchen and bathroom garbage and replace with new garbage bags
- ☐ Place garbage in the dumpster behind church kitchen
- ☐ Make sure all toilets are flushed
- ☐ Restock toilet paper and paper towels/supplies in bathrooms
- ☐ Turn off fireplace and return remote to the side cabinet
- ☐ Turn off all lights and fans
- ☐ Push the 'Run Schedule' button on all thermostats that you have adjusted
- ☐ Make sure kitchen and side doors are closed tight and locked (kitchen door deadbolt will be in the vertical position when it is locked)
- ☐ Take all personal decorations, supplies, and food home with you

Please let us know if there were any items damaged, any carpet stains that need addressed, or any items that need to be restocked:

**Thank you for your cooperation!**