

Huerfano Chapter House

CLEAN UP CHECK OFF LIST

DATE: _____

KITCHEN	DONE	NOT DONE	COMMENTS:
Swept and Mopped			
Cleaned Counters			
Emptied Trash			
Stove Burner Cleaned			
Sink Cleaned			
Drawers and Cup Boards Cleaned			
Doors Locked			
Lights Off in Kitchen			
Kitchen Fan Turned Off			
Stove Burner & Oven Completely Off			

MEETING ROOM	DONE	NOT DONE	COMMENTS:
Swept and Mopped			
Tables Cleaned and Restacked			
Chairs Stacked			
Emptied Trash			
All Doors are Secured and Locked			
Thermostat Turned Down to 60			
Lights Turned Off			

MEN AND WOMEN'S BATHROOM	DONE	NOT DONE	COMMENTS:
Swept			
Lights Turned Off			
Toilets Are Flushed			
Sinks Are Off			

Keys (Pick Up)	
Name: _____	Date: _____

Keys (Returned)	
Name: _____	Date: _____

IMPORTANT	
All Doors Locked	YES () NO ()
Front Gate Locked	YES () NO ()

Please provide signature once all tasks are complete. Thank You!

Signature: _____ Date: _____