

BEFORE LEAVING THE BUILDING

PLEASE

- 1. PUT TABLES AND CHAIRS BACK**
- 2. SWEEP FLOORS**
- 3. EMPTY ALL GARBAGE CANS AND PLACE
WASTE IN CANS AT REAR OF BUILDING**
- 4. CHECK LADIES AND MENS RESTROOMS MAKE SURE LIGHTS ARE
OFF AND THAT TOILETS ARE FLUSHED AND NOT RUNNING**
- 5. CHECK PILOT LIGHTS ON STOVE**
- 6. CLOSE ALL WINDOWS**
- 7. TURN AIR CONDITIONING OFF OR HEAT DOWN TO 62**
- 8. TURN OFF ALL LIGHTS**

THANK YOU

LAUGHLINTOWN COMMUNITY CENTER