

# **BEFORE LEAVING THE BUILDING**

## **PLEASE**

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

**THANK YOU**  
**LAUGHLINTOWN COMMUNITY CENTER**