

HALL COORDINATORS

HALL CLOSING CHECKLIST:

- _____ Close & lock all windows (where possible).
- _____ Fold chairs & tables; stack against the walls.
- _____ Remove recyclables & trash from the premises.
- _____ Remove your food from refrigerator & freezer.
- _____ Flush all toilets.
- _____ Put lift at its highest level, if used, & clear lift entrance of any obstructions.
- _____ Close door connecting main hall to lower hall.
- _____ Sweep floors
- _____ Turn heat off in winter & fans off in summer.
- _____ Turn off lights, upstairs & down, including restrooms
- _____ Lock, check & check again, **ALL** doors including EXITS.

NOTE: The exit door across from the restrooms needs a firm pull to be sure that it latches; door in the lower hall (kitchen area) is often forgotten.

NOTES TO VOLUNTEER COORDINATORS

- Report burned-out security lights, trash not removed or damage to the Town Clerk (301-926-2256).
- Take Lost & Found items to the Town Office.
- Reline trash cans and check paper products. Report shortages to the Town Clerk.