



# Clean-up Checklist for Falls Park Buildings

Park Office #765-778-2222

Please check off the following items before leaving the building. Please complete and sign the checklist and **leave it with your key in the building.**

Conservation Building

Name \_\_\_\_\_

Community Building

Rental Date \_\_\_\_\_

AED is located in the Kitchen. Notify Park Staff if it is used.

- All decorations are removed
- Tables are wiped off and put back on the carts
- Used towels are left in sink or on counter
- Chairs are put back on the chair carts
- Trash is emptied and taken to dumpster.  
Please do not leave trash in building.
- Ovens are turned off, and stove tops are wiped down
- Refrigerator is emptied
- Floor is swept
- Floor is mopped
- Windows are closed and locked
- All doors are locked
- Winter:** Heat is set to 65 degrees
- Summer:** Air is set to 72 degrees
- KEY LEFT ON COUNTER**
- Please report any problems:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Thank you for choosing Falls Park for your special event.