

WOODHAVEN COMMUNITY ROOM USAGE CHECKLIST

Adopted December 15, 2016 and revised February 20, 2020

HAVE YOU CHECKED THE FOLLOWING?

- Reset the tables, chairs as found. See Bulletin Board for photos.
- Wipe down tables and counter surfaces used. Cleaning supplies are under the sink and in the janitor's closet in back hallway.
- Returned any Equipment Instructions to Equipment Manual located in Cream painted TV console.
- Bathrooms. Ensure that faucets/toilets are not running.
- Lock the door to Bathroom/Hallway area before leaving Community room or building.
- Kitchen area cleaned. All dishes/utensils must be washed in dishwasher and put away. (Outside groups should bring all their coffee, teas, water, ice, etc. and their paper products, and utensils.) All food must be removed after the event.
- **For Woodhaven Residents:** If items are left in the refrigerator they must be labeled and dated. Food will be discarded after 24 hours.
- Remove trash/garbage/recyclables.
- Check windows (if opened) and make sure they have been locked.
- The Mitsubishi wall heater governs the entire room. It is the main source of heat and A/C. It is presently set at 67-68 degrees. To adjust room temperature, point the remote control at the Mitsubishi unit and touch the plus or minus signs. The remote control is located above the serving table. It should be turned down to 67 when leaving the room.
- The baseboard heating units now serve as a backup system should the Mitsubishi unit stop working properly. They are set to turn on should the room temperature fall below 65 degrees. If additional heat is needed during especially cold spells the wall thermostats can be utilized to raise the set temperature of the baseboard heaters.
- Dehumidifier should not be turned off.
- Determine that ALL people have left the building!
- Turn off all lights.
- Ensure that Entrance Door is locked. IF applicable, the Woodhaven Key should be returned to the Police Station.