

Fairfield Civitan Exit Check List
For
Building Rentals

Date of rental: _____

Rented by: _____

This checklist is to provide assistance to you to comply with the Rules and Regulations as in the your Rental Agreement. We recommend using this check list as a convenient way of guaranteeing that you are in compliance with the Fairfield Civitan Rules and Regulations of building rental.

Please return this sheet when you return the building keys.

Thank You

<i>Topics/procedures for Building Exit Check List</i>	<i>Completed by Renter</i>	<i>Civitan Building Inspection Comments</i>
Close and lock windows		
Put chairs and tables back to their original storage positions.		
Mop spills anywhere.		
Dry mop main hall floor		
Remove your decorations and replace any objects/banners you took down		
Empty waste baskets (trash bags provided)		
Turn off exhaust fans in kitchen and main hall		
Turn thermostat back to 50 degrees		
Take trash bags to dumpster in parking lot		
Check parking lot for refuse		
Turn off paddle fans and turn off lights		
Set security system		
Lock door from outside		
Close and lock gate		