

## **CHECKLIST BEFORE LOCKING UP WALKER BUILDING**

**Wash off all the tables used.**

**Clean chairs if anything spilled on them.**

**Wash off all countertops in kitchenette if used.**

**Unplug coffee pot if used.**

**If any items used from the kitchenette, wash, dry & put back in its place.**

**Sweep all floors.**

**Flush all commodes.**

**Make sure water is turned off at all sinks.**

**Turn off all lights inside of the building. Leave the front porch lights on.**

**Leave the dehumidifier plugged in and turned on.**

**Take out garbage, including bathroom garbage.**

**Make sure all doors are completely shut & locked, including garage door.**

**If thermostat has been adjusted set back to 68 degrees.**

**Everything must be checked off AND SIGNED to get your deposit back.**

**Signature:** \_\_\_\_\_