

Department of Avon Recreation & Parks
Countryside Park Checklist

ARRIVAL

_____ Check building for any damage prior to use and indicate as follows: _____

DEPARTURE

_____ Clean (sweep and/or mop) all floors as needed;

_____ Wash off all tables, fold, and put away;

_____ Remove all chairs and put away;

_____ Remove any objects from the toilets & urinals and dispose of. Flush all toilets and urinals;

_____ Remove all trash and place it in the dumpster located in the parking lot; lock dumpster;

_____ Return all cleaning tools to closet;

_____ Turn all stove burners and the oven off. Empty the refrigerator and clean if necessary;

_____ Wipe off all counters and stove and clean the sink;

_____ Turn the thermostat down to 60° (winter) or 72° (summer)

_____ Close and lock all windows and doors and turn off all lights.

_____ Make sure dumpster is locked.

_____ Keys/Fob returned to the Department of Recreation and Park office or drop box outside Building #5 of the Town Hall Complex.