

EXIT CHECKLIST

Responsibilities (See instruction poster for pictures and details)		Initial
1	REMOVED ALL items brought into the hall including RECYCLE and GARBAGE. ALL garbage cans are empty (bar, hall, kitchen, bathrooms) & ALL garbage in dumpster; bin locked with chains to the Metal Ring so the lids won't open (little yellow key).	
2	Chairs clean and SAFELY/properly stacked and stored – 10 per trolley with front on double bar. 100 chairs in hall & remainder in store room.	
3	Tables clean and SAFELY/properly stacked and stored - on trolley (no higher than handle). One trolley in hall & remainder in store room.	
4	Returned Stage, Podium & Bar to their original position.	
5	Adjacent grounds are clean including cigarette butts, minimum \$100 clean up fee if left.	
6	NO damage from Prohibited materials. – or – Damage has been reported to booking agent.	
7	Kitchen is left in the original condition. (Appliances, counter tops and sinks all cleaned thoroughly and in good working condition).	
8	Floors have been swept.	
9	RESET Air conditioning set to 25°C / Heat set to 17°C.	
10	ALL Lights and Fans off.	
11	Lock Up – ensure the Hall is SECURE - Push doors locked with allen key (see Hall Keys and Lock up poster for details). ALL doors and windows are closed & locked, including deck access gate.	
12	Keys and this sheet are left on the kitchen counter. NOTE: \$100 if ALL keys are not left in the kitchen immediately after your event.	

In accordance with the Rental Contract, the hall, kitchen and bathrooms have been left in the original condition, so the custodians may complete the mopping the floors and sanitization. (Note: if the tasks are not completed satisfactorily, charges will be retained from the security deposit.)

Legally Responsible Person(s) Signature(s)

OKLDCA Custodian or Representative Signature