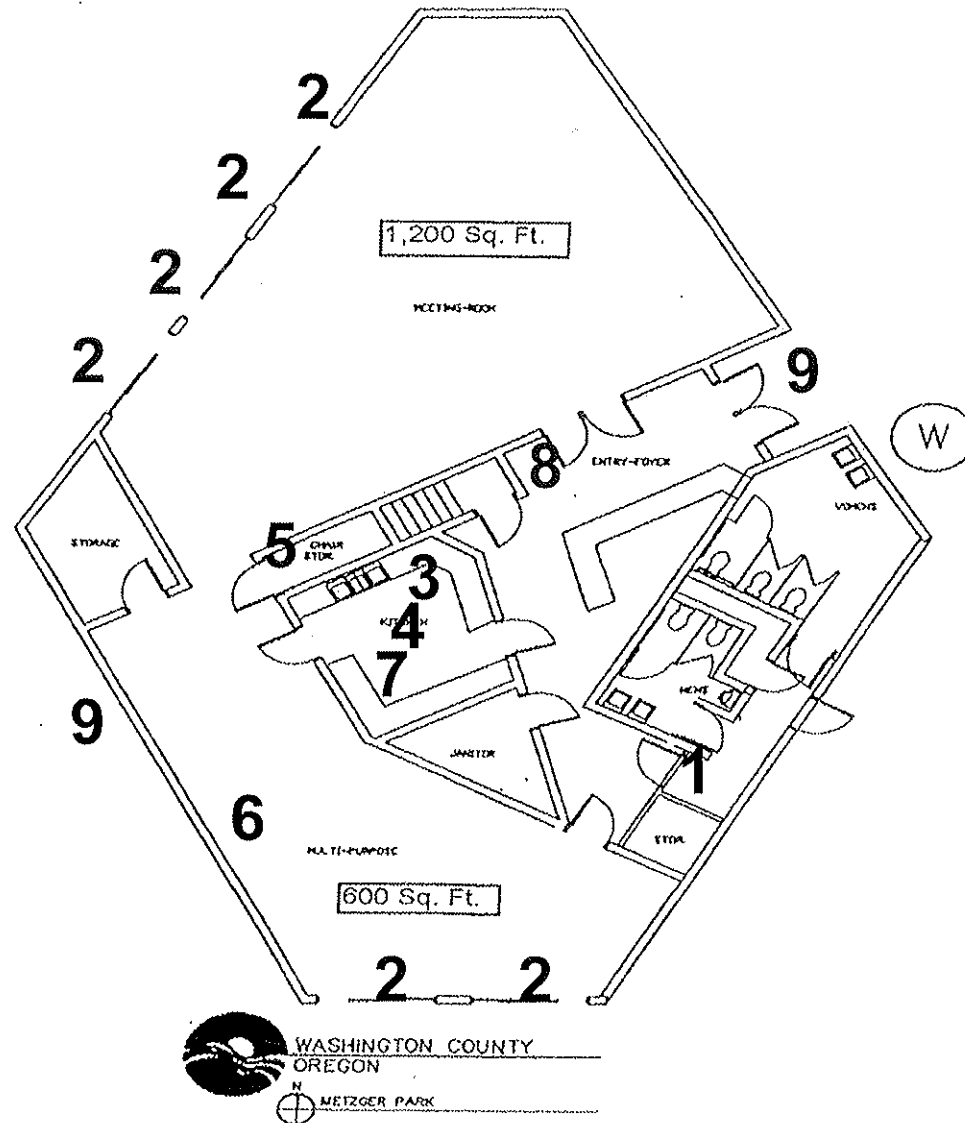


Patricia D. Whiting Hall Building Cleaning/Securing Check Off List.

1. Lock interior door going to bathroom hallway.
2. Lock all sliding glass doors. **NOTE – lock pins located on top rail of sliding door – please double check that slider pins are properly placed and slider is actually secure.**
3. Empty trash containers in building (dumpster located in front of building, key lock located on hook beside refrigerator in kitchen).
4. Clean building and sweep floors (cleaning supplies are located on the counter in the kitchen beside refrigerator. The broom is located by the piano in the small room).
5. Chair storage back in closet.
6. Tables returned to wall area.
7. Check that stove is turned off if used.
8. Turn off lights.
9. Check that the front and back doors are locked behind you.



Please be out of the building by midnight

Need Assistance?

Call **503-846-8715** and tell the operator to page the on call technician.

*Thank you for choosing Metzger Park
– we look forward to your next booking*