

Secure Building Checklist

Items	Final Check
Reset thermostat to minimum (55 degrees) in winter. Reset thermostat to minimum (80 degrees) in summer, or turn it off.	
Signs/banners/decorations may not be taped, tacked, nailed or attached at all in anyway.	
Store all chairs and tables -- except the 4 6-foot tables. Wipe tables clean before stacking them. Stack chairs seat-out. Stack tables face-to-face.	
Mop all spills --sweep first. Sweep and mop first floor main room and hallways (use water only, no soap).	
Clean and sweep men's and women's first floor restrooms. Lights off.	
Clean and secure kitchen. Check gas off. Lights and water off. Turn fan off and close window. Empty trash cans.	
Empty the trash/garbage cans in the outside dumpster and replace liner/ bags in the cans (there are 3 cans).	
Turn off all inside overhead lights--main hall, storage rooms, halls, and in rest rooms.	
Pick-up bottles and trash around outside of building and from the parking lot. Place all trash in dumpster.	
Close and secure the rear door.	
Check all main doors are locked.	
CAUTION: Do not pop balloons on the ceiling.	
CAUTION: You must get proper instructions on how to install panels!	

Note: Mason District Police Station 703 256-8035.
Inspections made before and after any event.
We suggest you participate before 9am the morning after.