

IMPORTANT

ATTENTION RENTERS

Before leaving the town hall, be sure to do the following:

1. Empty all trash and recycling containers including bathrooms.
Take the trash bags with you. (There is NO garbage pickup at this location)
Replace garbage bags in garbage containers.
2. Sweep the floor. Also mop if necessary (equipment is in the furnace room)
3. Clean table tops and counter tops.
4. Remove all items from the refrigerator and freezer in kitchen.
5. If you used the town hall cleaning cloths, leave used cloths near sink in the kitchen.
6. Pick up loose trash and cigarette butts left in the parking lot and lawn.
7. Make sure parking lot flood light is turned off.
8. Turn heat down to 55 degrees. In summer, turn air conditioner up to 78 degrees.
9. Turn off all lights and lock all doors.
10. Return key