

# UPON LEAVING THE HALL

## PLEASE BE SURE

1. THE WINDOWS ARE CLOSED AND LOCKED
2. THE THERMOSTAT HAS BEEN TURNED BACK TO ITS ORIGINAL SETTING
3. ALL DOORS ARE LOCKED – INCLUDING THE TWO SIDE DOORS AND BASEMENT DOORS IF THEY WERE USED
4. ALL TRASH HAS BEEN REMOVED FROM THE HALL
5. THE FLOORS HAVE BEEN SWEEPED
6. ANY ITEMS BROUGHT INTO THE HALL HAVE BEEN REMOVED
7. CHAIRS AND TABLES HAVE BEEN RETURNED TO THE AREA IN WHICH YOU FOUND THEM