

## Upper Clements Community Hall

### User Information and Cleanup Checklist

Thank you for using our Hall. Here is some user information.

- Please do not tape anything to or use any tacks on the walls or woodwork.
- Lights
  - The foyer and exterior light switch is located on the wall inside the main entrance. Use only the left hand switch which controls the foyer light.
  - The upper switch located on the wall outside the kitchen controls the main open area. (The lower switch only controls the crawl space.
  - The light switch for west area is located on the wall near the whiteboard
  - Kitchen lights switches are inside the kitchen door.
- Heating controls
  - The main heating is through the heat pump, the controller is located on the wall inside the kitchen door
  - Supplementary wall heater control is located behind door leading to bathroom
- Cleaning equipment
  - All cleaning equipment (and extra chairs) are located in the storage closet accessed through white sliding doors at southwest corner of the hall (Push broom, buckets, dustpan, etc.).

In the event of an emergency, call 911 and notify the Booking Manager, Hugh Currie at 902-955-0535, or Gian 902-526-4677.

#### *Cleanup Checklist*

*Please . . .*

\_\_\_\_\_ Reset heat pump and wall heaters thermostat back to original setting..

\_\_\_\_\_ Close all windows. Return the blinds to their original position.

\_\_\_\_\_ Wipe up any spills on kitchen floor.

\_\_\_\_\_ Sweep all floors.

\_\_\_\_\_ Bag up garbage and take it with you.

\_\_\_\_\_ Wash, dry, and put away dishes and kitchen tools.

\_\_\_\_\_ Remove your event food from the refrigerator and take it with you.

\_\_\_\_\_ Turn off all lights.

\_\_\_\_\_ Lock the main entryway door.