

Clubhouse Closing Procedures:

Empty all TRASH bins and replace liners: [Kitchen, Bathrooms and Lg 55 gal drums] Place tightly sealed garbage in coral.

Flush Toilets and Clean Sinks.

Ensure Kitchen is Clean and Refrigerator Empty.

Floors are to be **SWEPT** and **DAMP MOPPED**.

Tables properly returned to the storage closet.

Chairs placed on the dolly in organized fashion and returned to the storage closet. **30 chairs per dolly.**
All chairs facing the same direction.

If the event was outdoors, pick up any trash and ensure **BACKDOORS** are **LATCHED**.

When you are finished, turn **ALL LIGHTS OFF** and **LOCK the front door.**

Thank You for using the First Colony Clubhouse.
Respectfully,
FC Clubhouse