

# Nature Center & Field Station Facilities Checkout List

Please leave the Nature Center as you found to avoid an additional cleaning fee (\$180). Cleaning supplies can be found in the janitorial closet, across from the bathrooms.

## Meeting room

- Put chairs and tables back to the storage room across from the kitchen
- Turn off all TVs

## Kitchen

- Scrub sink and wipe down stovetop with a sponge
- Wash, dry, and put away all dishes
- Remove ALL brought food from the refrigerator
- Wipe off any refrigerator shelves or drawers used
- Put away all utensils, coffee makers, etc
- Take the trash to the dumpster in the parking lot

## Bathrooms

- Wipe and dry toilet seats, and sinks
- Take away the trash to the dumpster in the parking lot

## Floors

- Wipe floors Clean with broom or microfiber mops (wet or dry as needed)

Thank you!