

## **Opening Hall Check List – VFW Member**

1. Unlock front door and turn off alarm. If using the key fob place the fob next to the white sensor unit to the left of the front door and carefully listen for two clicks. The red light will go off. If you are slow and allow a third click it will re-alarm. Enter only if the red light is off.
2. Turn on the hall lights and exterior light if party will run into the evening hours.
3. Check the thermostats to ensure that heating or cooling is sufficient.
4. Check the hall to make sure that the floors are clean, tables have been wiped off and general area looks good. Make a note if discrepancies are found.
5. Check the kitchen, turn on the lights and explain to the renter which refrigerator they are to use as well as how to use any of the ovens.
6. Walk the interior with the renter showing them the north room exterior door as well as the downstairs exterior doors for emergency egress.
7. Explain that the Canteen Bar Back is not available for their use, unless VFW alcohol is being used. If this is the case the Canteen Manager and/or Assistant will be on site prior to serving of Alcohol.
8. Show the renter the location of the mops, sweeper, and trash can liners.

## **Clean-up Checklist – Renter**

1. Remove all table coverings that you may have supplied.
2. Small sequins and decorative items are not allowed, but if you forget make sure they are all removed from tables.
3. Move all tables and chairs off of the main tile floor area. Sweep the entire tile floor area using a regular broom or dust mop. Mop the entire tile area of the floor using clean water only. Remove any caked on dirt, gum, etc. leaving the floor clear. Once dry replace the tables and chairs. Five rounds and five long tables should be equally placed on the tiled floor area with chairs placed around them. (See Chart).
4. Sweep all carpeted areas, including stage, reception area, and canteen/bar area.
5. Wipe off all tables with sanitizer.
6. Wipe off all counters in the kitchen with sanitizer. Mop the floors in the kitchen area.
7. Empty all trash. Dumpster is located outside of the north room exterior door. Replace trash bags in all receptacles.
8. Check all restrooms, remove trash and mop floors. Clean sinks and toilets, if soiled.

## **Closing Hall – VFW Member**

1. Check with the renter to ensure that they are ready to close.
2. Walk through the hall with the renter to insure that all of the items listed in the clean-up checklist has been completed.
3. Check all supplemental exterior doors (north room, downstairs center and west door) that they are locked and secured. Check all windows as well.
4. Return the thermostats back to system for heat or system for cool.
5. Check the kitchen stoves and grills to insure that they have been turned off.
6. Check all trash cans to see that they have been emptied and new trash bags installed, including all restrooms and behind the canteen.
7. Turn off all lights, except the one large bulb over the stage, the florescent over the pass through window to kitchen and the lamp behind the canteen bar area.
8. After everyone has left set the alarm code on the key panel and exit the building locking the front door. If you have been provided a key fob, exit the front door locking it, then place the key fob next to the white sensor unit and wait for one click and the red light turning on. Step away from the sensor and wait for 10 seconds to insure that the red light remains on.