

Tent Checklist

All groups are responsible to complete the below checklist after using the tent.

AREA	TASK	COMPLETED
Interior		
	Wipe down chairs	
	Wipe down tabletops	
	Sweep floor/pavement	
	Rinse floor if necessary	
	Empty ALL trash bins	
	Secure ALL trash and recycle into dumpster/recycle bin	
	Remove all items that you brought to event	
	Remove any "Lost and Found" items left in tent	
	Return tables and chairs to original setup	
	Turn off lights	
	Turn off heat - \$100 assessment if not completed	
Bathrooms		
	Flush Toilets	
	Clear sink	
	Clear counters	
	Clear floor of loose debris	
Exterior		
	Close/Lock all doors	
	Return side walls to their original position	
	Lock Pastoral Center doors (if necessary)	