



1000 Islands Environmental Center Building Rental Closing-up Checklist

Please help us to continue providing building rental opportunities by following this clean-up checklist. **Note: The building must be closed by 11:00 PM.**

Kitchen

- Remove ALL of your items from the refrigerator and freezer
- Turn oven & burners off and wiped down; please wipe up over-bakes/overspills in oven.
- Wipe out microwave
- Unplug coffee pot
- Sweep floor
- Wipe down counters and clean-up any spills
- Turn off faucets securely

Building

- Put all tables and chairs back to original order (Two rows of four tables each with 10 chairs at each table.)
- Remove all decorations including tape
- Wipe down tables and chairs
- Vacuum
- Check bathrooms for cleanliness and clean up any mess
- Turn lights off in ramp hallway, bathroom hallway, kitchen hallway & main entry area
- Remove garbage and put in dumpster on West end of parking lot; replace garbage bag
- Make sure **ALL DOORS** (6 total) are locked (Even if you think you did not open them, one of your guests may have propped a door open.)
- Alarm the building with remote and put building key in drop box

Recycling: We are an Environmental Center and take recycling very seriously. Please follow Outagamie County's recycling guidelines and put recyclables in the proper containers. If unsure, please check the guideline sheet posted. ***Please, no food or liquids in the recycling containers!***

No-Smoking Policy: There is ***no smoking/vaping*** inside the building or outside on the benches or deck by the building entrances, picnic area and pavilion or on the Conservancy Zone and trails.

Thank you for your cooperation.