



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 and mop if necessary
- 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 incurred by guests
- 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.

1000 Island Center Staff contact for emergency or questions for the rental:

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