



WFPC Point Persons Checklist

- ___ All windows closed
- ___ All lights turned off
- ___ Temperature setting back to where it started
- ___ Bathrooms have been checked and cleaned up (this is for weekend events when the cleaning for Sunday has already been done)
- ___ All tables and chairs have been put back exactly where you found them.
- ___ Be sure that all areas that you have accessed have been LOCKED up.
(Please pull on all doors to make sure they are securely closed.)
- ___ All trash and recycling taken out back to the dumpsters if you are using the CLC/Kitchen or have any food waste.
- ___ Please follow the closing instructions in the kitchen found in the notebook for closing out the kitchen.
- ___ Turn off AV equipment and put away.
- ___ Please write at the bottom of this sheet if you found something that did not work, or was broken.

Please sign and date this sheet at the bottom as well as the kitchen closing sheet and leave them in the kitchen.

Name: _____ Date: _____/_____/_____

Notes: _____
