



# Anchor Lock Up Check List

Please mark off each box as items are checked and leave on the desk in the main office.

Name of group or party: \_\_\_\_\_

1.  Pick up gym (Put balls, hockey nets, and anything else away) Dust mop floor if needed, dust mop is in closet off of gym.
  
2.  Game and loft area - pick up any trash. Put pool cues on rack. Clean up any spills. Turn off air hockey. Straighten up furniture. Vacuum as needed, a vacuum can be found in the upstairs kitchen or game area closet
  
3.  Check kitchen, bar area, and any refrigerators used. Take home anything you came with – do not leave extra supplies of plates or cups. Food and drinks may be left for Anchor use. Sweep floors, wipe off all counters and tables you have used.
  
4. Make sure doors are locked. (Unless instructed otherwise)
  - Main doors – South West
  - North West door
  - Back doors on North and South end of the building
  - Make sure Gym doors to outside are locked
  
5.  Remove any trash bags from full cans, and reline the cans. Liners can be found in the loft cupboards, or the main floor cleaning closet next to the kitchen. Bring bags out to the largest dumpster on other side of playground west of the Anchor. Cardboard boxes are to be flattened, and go in dumpster next to trash dumpster.
  
6.  Return loaner key if you received one. (Please place on top of key box in main office)
  
7.  Check bathrooms for messes and lost and found items. Vacuum main lower level hallways if needed, a vacuum can be found in the closet next to kitchen.
  
8. Turn off all lights
  - Gym lights (high bay lights and can lights.) – high bay light key for switch is on top of switch box in main hallway outside of the gym, or on loaner key set.
  - Office lights and adjoining storage room
  - Both upstairs bathrooms
  - Loft/Foundry
  - Hallways
  
9.  Return lawn furniture to the deck and check outdoors for equipment or lost found items. (if applicable)

\*\*\*\* Please just try to leave it as you found it\*\*\*\*