

## **E 1330 (3) CRAIG SCHOOL FACILITIES CHECKLIST**

### **Please leave the facilities like you found them**

The performance of this list is the responsibility of the person requesting to use the Craig City Schools facilities. These facilities are for the benefit of everyone in Craig and the school staff appreciates your compliance of a few housekeeping rules. Non-performance may lead to restricted use of the facilities.

#### **Please:**

Sweep, dust mop, and wet mop as necessary to leave the facility the way you found it.

Pick up your trash and empty any trash containers.

Clean the lavatories including toilets and sinks – if the use is a sport use, the coach and participants **MUST** clean and disinfect any blood spilled anywhere in the facility.

If you use the gym, **NO** street shoes are allowed on the gym floor. Dust mop after using the gym floor and take all your trash and floor-dirt out with you. Pick up and clean the lavatories including the toilets, sinks, and floors.

If you use the auditorium, pick up all trash between the rows of seats and dust between rows. No feet are allowed on or over the seat in front. Wash the seat backs as necessary.

If the commons area is used and the student lavatories are used, the hallway is to be vacuumed.

The facility is to be left locked and secure. Double-check all doors. Turn off the lights. Thank you for your cooperation and consideration of others.

**Craig City School District**