



IN CASE OF EMERGENCY, CALL:

Mon.-Fri. 8:30 am-4:30 pm.....228-4362
Nights & Weekends: Kathryn Keefe.....619-2398
Emergencies! Exec. Dir. Tavia Cathcart Brown.....523-9005

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Office 502-228-4362 ~ www.KYNaturePreserve.org

REV. 01/2019

FIELD HOUSE CLEANING CHECKLIST

Please use this cleaning checklist to leave the Field House as you found it and to be sure that your entire Cleaning Deposit is returned:

- PUT ONLY RECYCLED ITEMS IN **BLUE** RECYCLING BINS with **YELLOW LIDS**
next to large Dumpster - NO Trash, PLEASE
- TAKE ALL TRASH/GARBAGE TO LARGE DUMPSTER in THE CORNER OF THE
NATURE CENTER PARKING LOT ... do not leave inside the building.
- CLEAN UP SPILLS & MOP FLOOR, REMOVE ALL MARKS, TAPE, ETC.
- VACUUM CARPET
- WIPE DOWN TABLES AND CHAIRS
- PUT CHAIRS ON TOP OF THE TABLES
- CLEAN COUNTER TOPS AND STOVE TOPS, IF USED
- CLEAN AND PUT AWAY DISHES & POTS/PANS, IF USED
- WASH OUT KITCHEN SINK, IF USED
- DO NOT LEAVE FOOD IN REFRIGERATOR OR FREEZER
- CLEAN BATHROOM SINKS AND TOILETS, IF NEEDED
- TURN THERMOSTAT BACK TO: (WINTER=55°) (SUMMER=85°) SET FAN TO AUTO
- TURN OFF LIGHTS & FANS
- CHECK THE SCHEDULE IN SIGN BOX OUTSIDE THE DOOR – IF YOU ARE THE
LAST GROUP ON SCHEDULE FOR THE DAY, PLEASE LOCK ALL DOORS.

Please NOTE: Cleaning supplies are located in the supply closet.

Your Cleaning Deposit check will be shredded unless other arrangements have been made or there is an issue with the way you left the Field House.

...Consider leaving the building looking better than you found it!

Thank you for your support! – CMNP Staff