

# **The Creative Place Check-out Checklist**

## **Kitchen: Remove all food and beverages brought in by your group**

- Please do not dispose of large amounts of food (anything more than tiny scraps left on plates) via the garbage disposal; dispose of any food (more than tiny scraps) in the trash container
- Bag up all kitchen trash and place in dumpster in the alley
  - Place new garbage bag into kitchen trash container
- Load and run the dishwasher (TCP staff will put clean dishes away)
- Hand wash any remaining dirty dishes / pots / pans (TCP staff will put them away)

## **Sleeping Space:**

- Strip all beds that were slept in – sheets & pillowcases only
- Place used sheets into used pillowcase and place on floor in front of bed – TCP staff will wash and remake beds
- Please leave mattress cover, blanket, bedspread, and pillows on each bed – they will be washed separately by TCP staff
- Remove all personal items from bedside lockers and make sure key is left in the locker door with the door unlocked

## **Bathrooms: Sleeping space and studio**

- Please place all used bath towels, hand towels, and washcloths in the plastic laundry baskets. They will be washed by TCP staff.
- Empty trash from bathrooms into trash bags and place in dumpster
  - Place new garbage bag into the bathroom trash receptacles

## **Studio:**

- empty all wastebaskets into a trash bag and place trash bag in dumpster
- unplug all irons

## **General:**

- If the HVAC is set to “heat”, please lower the thermostat temperature to 60 degrees; if the HVAC is set to “air conditioning”, please increase the thermostat temperature to 80 degrees.
- Turn off all lights and make sure all doors leading to the outside are locked and closed tightly.

**Thank you for caring for The Creative Place! We hope you will visit again!**