

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!