

# BEFORE YOU LEAVE

HARVEY  
MEMORIAL  

---

COMMUNITY CENTRE

## Please:

- 1) **Make sure all garbage has been removed (if warranted by odour or if full)** and placed in shed to right of main entrance.
- 2) Garbage cans replaced with bags (extra in closet at top of stairs).
- 3) Floor swept with dry mop, spot spills mopped, washrooms checked.
- 4) All equipment used placed back as it was found.
- 5) Any extra chairs/tables used placed back where they originally were located.
- 6) All lights turned off.
- 7) If no one else in building, bar main door latch back in original position with Allen key (found to right of main door on fire alarm) so that door locks when leaving. The latch to leave should pop outward.
- 8) Return key to WWE Smith Country Store.