

GYM FACILITY USE CHECKLIST
READ THROUGH AND COMPLETE BEFORE LEAVING
PLEASE HELP US KEEP OUR GYMS CLEAN AND READY FOR USE

SWEEP GYM FLOORS (There is a broom in the multi-purpose room and one in the closet between the bathrooms in the new gym)

EMPTY ALL TRASH; INCLUDING THE LOBBY AREA AND TAKE IT OUT TO THE BLACK GARBAGE CANS

RETURN ANY USED TABLES AND FOLDING CHAIRS TO THE STORAGE AREA

TURN OFF ALL LIGHTS

CHECK BATHROOMS (PICK UP PAPER, EMPTY TRASH, FLUSH TOILETS, MAKE SURE WATER AND LIGHTS ARE OFF)

CHECK ALL EXIT DOORS BEFORE LEAVING THE BUILDING BEING CERTAIN THEY ARE LOCKED AND LATCHED

DO NOT ADJUST THE THERMOSTAT

DO NOT PROP OPEN WEST DOORS AS AN ENTRY

BRING KEY AND CHECKLIST TO ELEMENTARY OFFICE AFTER EACH USE

IF PROBLEMS OCCUR OR YOU HAVE ANY QUESTIONS, PLEASE CALL Mike Wandler, (406) 360-2319
Carol Ross, (406) 360-1191
Scott Stiegler, (406) 273-1517

Please sign and date the checklist has been thoroughly gone over and slip this form under Art Perez's door.

Signature

Date

Signature of Custodial Staff/ Art Perez

Date