

HEATH SCHOOL BUILDING AFTER USE CECKLIST

Renters/users, please complete this checklist only for your area(s) of use.

Rental contact, make sure the renter/user has this checklist with envelope along with the key.

Kitchen

- ☐ Stove burner dials are turned to pilot position
- ☐ Oven pilots are turned off completely
- ☐ Exhaust fan is turned off
- ☐ Dishwasher has been emptied and turned off
- ☐ Sinks and appliance are left clean
- ☐ No food is left on the counters or in the refrigerator

Dining Room/Cafeteria

- ☐ Tables are folded and stored in the corner of the room along with chairs
- ☐ Floor is swept

Atrium

- ☐ Seating area is left as designated on the reverse side of this sheet
- ☐ Any additional furniture bought into the areas is returned where found

GYM

- ☐ Return all equipment used to the storage room
- ☐ Sweep stage floor if used, gym floor if needed

Meeting Rooms/Classrooms

- ☐ Tables and chairs are left as found with chairs pushed in
- ☐ Any additional furniture bought into the rooms is returned where found

Closing

- ☐ Heat is turned down in all rooms used
- ☐ All supplies used for the event have been taken away
- ☐ Any trash generated by use inside or on the grounds is taken away
- ☐ All toilets are flushed
- ☐ Lights are turned off
- ☐ Any doors unlocked for use are relocked.
- ☐ All outside doors are closed.
- ☐ Any damage or special cleanup needs are noted below:

Once the checklist is complete place it in the envelope provided along with the entrance key.

Follow the Exit Instructions on the following page to drop off the envelope, engage the lock, and set the alarm.

Print Name

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Exit Instructions

These instructions assume the user has no familiarity with the exit process.

The vestibule contains the lock box, the alarm panel, and a small tool called a dog key pictured to the upper right corner of this text box.



1. Locate the dog key which is on the sash of the window to the left of the door when facing out.
2. Place the dog key in the hole underneath the right side of the door bar of the left door.
3. Hold the bar down as you turn the key counterclockwise, checking periodically to ensure the bar releases all the way. When the bar is fully released, the lock is engaged.
4. **Important: Place the dog key back on the window sash.**
5. Place the envelope with the checklist and entrance key in the lock box.
6. Enter the alarm code. Be sure to press the buttons firmly enough to hear a feedback click [no feedback on the 1 digit].
7. Exit within 30 seconds or the alarm will go off. If it does, re-enter the code.

Atrium Setup

Leave the seating area in the atrium as shown in the picture



Contacts

Pam Porter	413-337-5525	Mary Sumner	413-337-5330
Lyra Johnson-Fuller	413-337-4059	Robin Jenkins	413-337-4389
Pat McGahan	413-337-4078 (H) 978-987-6899 (M)	Tim Lively	413-834-1472 (M) 413-337-4742 (H) Texting Tim's mobile is the best way to reach him.

Opening Instructions

1. Use the entrance key provided to open the front door.
2. Go to the alarm panel and enter the alarm code provided. Be sure to press firmly enough to hear a feedback click, especially the one digit.
3. If the alarm fails to shut off, firmly reenter the code
4. Once inside, locate the dog key (image on the right) on the sash of the window to the left of the door when facing out.
5. Place the dog key in the hole underneath the right side of the door bar of the left door.
6. Hold the bar down while turning the dog key clockwise, checking periodically to ensure the bar stays down. This is the unlock position.
7. **Important: Place the dog key back on the window sash**
8. Enter the building

