

Exhibit "B"

COMMUNITY CENTER CLOSING CHECKLIST (EXCLUDING CROWLEY LAKE)

Prior to leaving the building, User shall complete the following checklist for those tasks that are applicable to the Community Center where the Event was held and to the type of Event held.

TASKS FOR ALL EVENTS:

- All decorations have been removed from the walls, ceiling, floor, etc.
- All trash has been removed from the floors and counters throughout the building.
- Trash has been removed from trash cans and taken to the dumpster provided outside.
- Chairs and tables have been stacked and put away in their proper storage locations.
- Thermostat has been turned down to 50°F.
- All toilets and urinals have been flushed, sinks wiped down, and trash removed from all restrooms.
- All lights have been turned off, EXCEPT for the front exterior lights.
- All windows and doors have been shut and locked.

ADDITIONAL TASKS FOR EVENTS THAT INCLUDE FOOD & BEVERAGES:

- Kitchen floors have been swept and mopped.
- All floors have been swept and mopped.
- Chairs and tables have been cleaned off and wiped down prior to properly storing.
- All countertops have been cleaned off and wiped down.
- The kitchen sink has been emptied, cleaned, and wiped down.
- The dishwasher has been cycled and emptied.
- Dishes, cups, and utensils have been washed and properly stored (where applicable).
- The stove top has been cleaned off and wiped down.
- The refrigerator has been cleaned and emptied.

I hereby certify that the above tasks have been completed.

Printed name of User or, if User is an entity, of authorized representative

Signature

date

Please report any damage or problems to Public Works at (760) 932-5440.