

# CHARLES WASHINGTON HALL

## RENTAL CHECKLIST

- 1. Clean spills, supplies located in Janitors closet outside of the men's restroom
- 2. Trash bagged and taken out the stage door to the end of the catwalk, please leave under window directly across from stage door
- 3. Turn of all lights, including hallway
- 4. Close second floor elevator access door (located adjacent to the stairs. There is no key, door will lock from the outside upon closure)
- 5. Lock elevator door access to the outside (push lock in handle)
- 6. Close first floor elevator access door
- 7. Lock N. George Street CW Hall Entry Door. Pull both doors to ensure door is locked.
- 8. Place key back in lock box.

