



Contra Costa County Farm Bureau

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Facility Exit / Closing Checklist

All users are required to complete the following prior to leaving the facility.
The facility must be returned to the condition it was found in or better.

1. Lights

All interior and exterior lights are turned **OFF**.

2. Tables and Chairs

All tables and chairs are wiped clean and returned to carts or their original locations. - *All surfaces must be cleaned before being stored.*

3. Floors

Kitchen, hall, lobby, and restroom floors are swept. All spills are cleaned.

4. Kitchen Counters

All countertops are wiped down and free of food, spills, and debris.

5. Appliances

The refrigerator, microwave and stove are cleaned inside and out. No spills or residue remain.

6. Sink and Dishes

The kitchen sink is clean and empty. No dishes left behind.

7. Restrooms

Trash emptied. Surfaces wiped down. Restrooms left tidy and presentable.

8. Trash Removal

All garbage cans emptied. Trash placed in outside dumpsters.
Any excess trash must be hauled away by the user.

9. HVAC and Doors

Heating and air conditioning turned **OFF**. All doors are securely **LOCKED**.

10. Keys

Keys returned to the lockbox, if applicable.

11. Personal Items

All personal belongings removed or stored in approved storage areas.

Failure to comply with the above checklist will result in a cleaning charge and your security deposit will be at risk.