# Closing Checklist

- Empty all trashcans that are full and/or have food trash in them.  Replace the bags. Bags are located in the supply hall in the cabinet all the way to the right on the side with the coffee maker. The dumpster has a small bar just under the left side of the handle. Switch it forward slightly and the handle will release so you can open the lids.
- Refill toilet paper, paper towels, and soap in all three bathrooms and kitchen. Paper products are located in the supply hall in the cabinet all the way to the right on the side with the coffee maker.
- Wash, dry, and put away any dishes.
- Clean out sink.
- Empty the refrigerator of any leftover food from your event.
- Wipe down all tables and whiteboard if used. Cleaners are located above the microwave. Clean towels are located under the kitchen sink,
- Sweep and mop all hard floors (in the room(s) that you used). The mop and cleaner in closet across from the Songbird room. The brooms are located next to the refrigerator.
- Vacuum the carpet in any room(s) that you used and shampoo any major spills or stains that occurred during your event. The vacuum and carpet cleaner are located in the closet across from the songbird room.  Instructions for the carpet cleaner can be found on youtube.  A few tablespoons of diluted all-purpose cleaner from one of the spray bottles can be used in place of carpet shampoo.
- Pick up trash from outdoor areas.
- Clean up toys and/or supplies used.
- Empty coffee pots and filter basket (if used) and turn off warmers.
- Check that oven has been turned off (if used)
- Check that the laminator has been turned off (if used)
- Check that the outside gatehas been closed
- Check that the dumpster is closed and locked
- Turn out all lights.
- Lock the bay door and front doors.
- In warm weather adjust the thermostats to cool to 72. In Cool weather adjust the heat to warm to 62. (There are 5 thermostats. One in the Songbird room, one in the teen lounger, one in the Hulk room, one in the art area of the bay, and one in the study hall area of the bay. The study hall area of the bay has a remote that is located behind the game shelf out of reach of small children).

# Rules

- Classroom doors must remain open at all times if students are inside.
- Rooms that you are not using should have their doors closed and stop signs in place.
- Quite time for the HQ area is 9pm. Please be respectful of the county's rules and keep outdoor noise down after 9pm.
- Drop offs are only allowed when all adults present have been background checked and there is at least a 1 to 7 ratio of adults to children.
- Drop off events must have a system in place to check ID's for adults picking up children.
- Non-HERO members must sign a waiver before attending HERO events.
- Only HERO members may attend HERO sponsored events. In some instances guests may be invited for a small fee.
- If you have rented the popcorn machine, please wash and dry it thoroughly and put it away in the closet across from the Songbird room.
- The host of any event must ensure that all attendees are parked in HERO designated parking spots (Only in our parking lot, designated spots in the gravel lot next door, or on the curb across from the driver training center).