

Lake George Charter School

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Building Use Checklist:

Please do not prop open doors. Make sure all doors are locked and secure before leaving. If using the building on an evening, Friday, or weekend, you will need to press the override buttons to bring up the heat and to use the fans. These will run for three hours and will need to be pressed again. (Staff will have to show you where those are located.)

Out of respect for the employee whose room you are using, please follow the protocols below.

Stage/Gymnasium/Cafeteria:

- _____ Clean up the stage. (Nothing left behind.)
- _____ Sweep the stage.
- _____ Turn stage lights off.
- _____ Put chairs and lunch benches up or back where they were. (Take a picture with your phone before you move any.)
- _____ Turn sound system off.
- _____ Sweep the gym/cafeteria.
- _____ Empty trash and put a new bag in the trash can.
- _____ If any food or drink spills, please mop it up.
- _____ Turn off the main lights.

Classrooms:

- _____ Put desks, chairs, and tables back in original positions. (Take a picture with your phone before you move any.)
- _____ If using white boards, please erase all writing when leaving.
- _____ Pick up all trash.
- _____ Empty trash and put a new bag in the trash can.
- _____ Turn off the lights and shut the door.

Computer Room/Library:

- _____ Close down all internet operations, shut down all computers.
- _____ Do not leave any personal papers, passwords, etc. lying around.
- _____ Empty trash and put a new bag in the trash can.
- _____ Turn off the lights and shut the door.

Building Use Checklist cont.:

Kitchen:

- _____ Clean sinks, counters, and appliances.
- _____ Put away perishable foods.
- _____ If any food or drink spills, please mop it up.
- _____ Sweep/mop the floor.
- _____ Empty trash and put a new bag in the trash can.
- _____ Turn off the main lights.

Bathrooms/Hallways:

- _____ Sweep the floor.
 - _____ Empty trash and put a new bag in the trash can.
 - _____ Mop up any spills.
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- _____ Check all exterior doors to confirm they are locked.
 - _____ Lock the trash containers outside.

Name of group using the facility.

Signature of responsible party,