

Lake George Charter School

38874 US Hwy 24

PO Box 420

Lake George, CO 80827-0420

Phone: 719-748-3911 Fax: 719-748-8151

Dr. Lee Ann Wade, Administrator

Email: LGSchool@lgcsco.org

www.lakegeorgecharterschool.org

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,