



IN CASE OF EMERGENCY, CALL:

Mon.-Fri. 8:30 am-5:00pm.....228-4362
Weekends Caretaker James Schooler....550-0717
Emergencies only! Dir. Tavia Cathcart....523-9005

12501 Harmony Landing Road ~ Goshen, KY 40026
Office 502-228-4362 ~ www.KYNaturePreserve.org

CLEANING CHECKLIST

Please use this cleaning checklist to leave the Field House as you found it and to be sure that your entire Cleaning Deposit is returned:

- CLEAN UP SPILLS & MOP FLOOR
- WIPE DOWN TABLES AND CHAIRS
- PUT CHAIRS ON TOP OF THE TABLES
- CLEAN COUNTER TOPS AND STOVE TOPS, IF USED
- CLEAN AND PUT AWAY DISHES & POTS/PANS
- WASH OUT SINK
- DO NOT LEAVE FOOD IN REFRIGERATOR
- PUT ONLY RECYCLED ITEMS IN **BLUE** RECYCLING BIN WITH **YELLOW LID**
- TAKE TRASH TO LARGE DUMPSTER OFF THE CORNER OF THE NATURE CENTER PARKING LOT
- TURN THERMOSTAT BACK TO: (WINTER=55°) (SUMMER=85°)
- TURN LIGHTS & FANS OFF
- CHECK THE SCHEDULE – **LAST** GROUP ON SCHEDULE SHOULD LOCK THE DOOR

Please note that the supply cabinets are private and not for public use.
The office will contact you within 24 hours to return your Cleaning Deposit.

...consider leaving the building looking better than you found it!

Thank You – The Staff