

CHECKLIST FOR USE OF THE COMMONS

Please feel free to use the Commons as you would your own home. However, as a courtesy to others and to avoid any cleaning or damage charges please leave it in the condition you found it, or better.

The following are some requirements for use of the Commons. Please clean up promptly and completely after use, as we would like to continue to make it available without obtaining a security deposit or rental fee.

If using the A/C or heater, please do not set the thermostat to an unreasonably high or low temperature, it will not cool or heat any faster, and may damage the unit. To cool the building in the summer months, set the thermostat **no lower than 76**; and to heat it in the winter months, set the thermostat **no higher than 69**.

Any repairs needed as a result of negligence or misuse will be at your expense solely.

- Clean BBQ grill if used (easiest when still hot), and replace cover once grill has cooled.
- Vacuum carpet and sweep tile floor area.
- Turn off the A/C or heat and lights.
- Move furniture back to original place and put away extra folding chairs in closet.
- Wipe down tables and counter.
- Clean and or wipe sink.
- Take out trash and lightly clean bathroom. Extra trash bags are provided in the cupboard.
- Close and lock all windows and doors.
- Clean out any personal items from fridge and/or freezer, and wipe if necessary.
- Please let us know immediately of any damages that need our attention.
- Return the key to the Resident Manager immediately after use.

Please continue to give us any comments or suggestions as to how the Commons can be of better use to you.

Sincerely,

Lincoln Gardens Management
(707) 253-1435