

BUILDING USE CHECKLIST

Barbara Bennett Community Center (BBCC)
Cape Meares Community Association (CMCA)
(Version: June 26, 2026)

☑Building Use Checklist☑

Before you leave, use this list to ensure that your completion of the following items:

- Leave the complete checklist on the kitchen counter along with any keys you may have.
- For questions, contact the Building Manager.

☐	Refrigerator and freezer doors are closed.
☐	No food or beverages are left behind, including unused condiment bottles
☐	Stove and oven are off.
☐	Kitchen counters are clear of your items and are wiped clean.
☐	All kitchenware is clean. You may leave the dishwasher running. If something does not fit in the dishwasher, it must be cleaned by hand.
☐	Floor has been swept, vacuumed, dust-mopped and/or mopped as needed to return it to the state in which you found it. • Brooms and mops are in the supply closet in the northeast corner of the building.
☐	All garbage and recyclables have been removed from the building, including under the kitchen sink. Do not leave anything that might attract ants. • Garbage and pest control costs will be deducted from the cleaning deposit as necessary.
☐	Heat pump thermostat is at the same setting as when you arrived. • During the summer or with warmer temperatures, turn it off. • Else, reduce the temperature to a minimum of 61 degrees.
☐	If used, the A-board sign (aka, the sandwich board) is returned to the water heater room next to the kitchen.
☐	Both exterior doors are securely closed and the front door lock is engaged.

We appreciate your care of our treasured community center – the heart of the Cape Meares Community.