



Agriculture Resource Building Checklist

The Woodford County Conservation District Board requests that you keep the Agriculture Resource Building clean and neat. A good motto to follow is: **leave the building as you would like to have it when you want to use it.**

- ___ 1. Is everything clean: tables, range, oven, sink, counter, cooking & serving utensils, coffeemaker, china, silverware, etc.?
- ___ 2. Have tables and chairs been put in proper place?
- ___ 3. Is everything in its proper place?
- ___ 4. Is everything removed from dishwasher and in proper place?
- ___ 5. Have garbage and trash been removed and replaced with new liners?
- ___ 6. Has leftover food been removed from refrigerator and premises?
- ___ 7. If any food is on floor has it been picked up or if drink has been spilled it has been blotted and a notation been made for the Conservation District?
What was spilled _____
Where was spill _____
Date of spill _____
- ___ 8. Are appliances, TV/VCR, lights and ceiling fans turned off?
- ___ 9. If thermostat (Mackie Room) was moved has it been returned to 68-72 degrees?
- ___ 10. Are the lights off in the restrooms, hall and in the basement?
- ___ 11. If you are in possession of key remember to slip under Conservation District door.

Please use cutting boards when slicing vegetables, etc. Also use trivets, etc., when taking hot pans from range or oven. Do not leave microwave unattended, especially when cooking popcorn.

If you have a concern/suggestion or know of a problem in the building, please comment below. Return form to the Conservation District office (if night please slip under door).

Please list how many people attending your meeting including yourself. _____

Representative's Signature _____ Phone _____

Name of Organization _____

Date of Use _____ Sponsoring Agency _____

User groups will be responsible for completing and returning this form to the office upon completion of the program.

Groups who request to use any of the facilities must contact the Woodford County Conservation District office.

The Woodford County Conservation District is not responsible for accidents or stolen property.