

***The Hampton Community Center  
(originally the Little River Grange 1906-2002)***

*Thanks to the generosity of our Grange chapter who donated the building, the Grange Restoration Committee who obtained state grant funding and oversaw the renovations, and our State Representatives who assisted us, we have a wonderful facility for community and family activities. Please treat it as carefully and lovingly as you do your own home – it is in fact our community's home!!*

***OPEN AND CLOSE CHECKLIST***

**OPEN**

- Turn on exterior lights as needed (Note: all sides of building have automatic motion-activated floodlights as well.)
- Turn on lights in stairway if using both floors.
- Adjust thermostat if heat is in use. 68 degrees maximum.
- Be sure cell phone listed on the rental agreement is in the building.
- (If needed, turn on hot water heaters at the electric panel.)

**CLOSE**

- Remove all trash, including from bathrooms. Reline receptacles with bags provided.
- Clean up major spills.
- Remove all food, supplies, rented or personal supplies and equipment.
- If used, clean gas grill.
- Set back thermostats. Upper level: 45 degrees. Lower level: 50 degrees. In winter, please check to be sure the center vents in lower level heat duct are closed when you leave (as labeled). These ducts are generally set to the closed position in winter but may be opened during an event if more heat is needed.
- Be sure dehumidifier is plugged in and operating; ceiling fans on low speed; refrigerator off, unplugged and doors open; stove and ovens off.
- (If used, turn off hot water heaters at the electric panel.)
- Bathrooms: check for basic functional condition and cleanliness. In winter, leave open the doors to bathroom vestibule and to bathrooms.
- Be sure furniture is placed as you found it.
- Check for guests' belongings left behind and take them with you.
- Check that all lights are out: both levels, bathrooms, and bathroom vestibule, outside lights (NOTE floodlights are on automatic motion sensors).
- Open doors for ventilation: oil tank room, large cabinet on back wall of kitchen.
- Be sure all windows are closed and locked.
- Be sure all exterior doors are closed TIGHT and locked.

**THANKS FOR USING THE COMMUNITY CENTER. PLEASE LEAVE THE SPACE IN AS GOOD CONDITION AND REPAIR AS YOU FOUND IT.**

***CLEANUP CHECKLIST FOR USERS  
NOT PURCHASING TOWN CLEANING SERVICES.***

***KITCHEN CLEANUP***

This is a fully certified kitchen (Northeast District Dept. of Health). To maintain that certification, there are clean-up requirements that apply to ALL KITCHEN USERS, those who prepare food here and those who serve food prepared elsewhere.

Cleaning supplies and equipment are in the furnace room and the cupboard on the back wall of the kitchen.

- Make sure all food is removed from the kitchen and the building.
- Empty all trash receptacles and reline receptacles with heavy-duty bags provided.
- Clean up food spills on floors and surfaces.
- Please do not turn on refrigerator until day of your event. At the end, wipe out refrigerator with clean wet cloth or sponge. Turn off, unplug and leave doors open.
- Wipe down stove, burners, and ovens. Be sure stove is off.
- Wipe down tables, counters, stove, and sinks with 5% bleach solution.
- Wet-mop kitchen floor with 5% bleach solution. Sweep/vacuum wooden floor. (NOTE: do not wet-mop the wood floor. Spot-clean spills with soft cloth and water.)
- Open doors for ventilation: oil tank room, large cabinet on back wall of kitchen.
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***BATHROOMS***

- Wipe down all fixtures with 5% bleach solution.
- Be sure toilet tissue is in roller receptacles, paper towels by handwash sink.
- Sweep/vacuum floors in bathrooms and bathroom vestibule. Then mop floors with 5% bleach solution.
- In winter, leave open the doors to bathroom vestibule and to bathrooms.

***TABLES AND CHAIRS***

- Arrange tables and chairs as they were when you arrived.