

RETURN TO BOROUGH OFFICE IN BLACK DROP OFF BOX



Complete this checklist upon exiting the Community Center and return to the Borough Office.

**Seven Fields Community Center
Building Clearance Checklist**

TASK	Completed
Nothing taped, stapled, tacked or nailed to walls of facility	
All decorations removed, no marks or holes on walls	
Kitchen area clean and orderly (excess food disposed of)	
All water faucets are off (not dripping) in bathrooms/kitchen	
Check Dishwasher drain after use & clean if needed	
Countertops wiped down in kitchen, nothing remains in sink/disposal	
Trash cans emptied into outside dumpster, new bags in trash cans	
Bathrooms inspected for refuse	
Tile area swept and mopped if necessary (kitchen area)	
Laminate floor swept and mopped if necessary (main area)	
All tables and chairs are returned to storage room	
All lights off	

Completed by:

Name/Organization

Date Rented

Additional Comments:

FOR NON EMERGENCIES PLEASE CONTACT:

Borough Manager, Thomas B. Smith
Email: tsmith@sevenfields.org
Cell: 724-612-6165

Public Works, Shawn Hildebrand
Email: shildebrand@sevenfields.org
Cell: 724-504-8208

FOR ALL EMERGENCIES PLEASE CALL 911
WiFi is now available
Community Center – Password - Seven Fields