

RIDGEWOOD COMMONS: HOW TO CLOSE AFTER YOUR EVENT

Try to leave the space nicer than you found it. This often means taking care of dishes, sweeping, or disposing of trash that you or your guests may not have personally left. This will be a benefit to the entire community and appreciated by all.

■ Please wash and dry all dishes, utensils, pots, and pans that are in the sink, and put them away on kitchen shelves.

■ Please leave no uncovered food or garbage. Put all edible and perishable items either in a refrigerator or a sealed plastic container. This will help keep rodents and flies away.

■ If a garbage or recycling container is more than 3/4 full, take the bag out and place it near the trash and recycling bins near the entrance. Replace the bag from supply on chrome "cleaning nook" shelving, with the brooms/mops.

■ Wipe down all surfaces, counters, and tables, using a cleaning spray and wash cloth.

■ Please return the couches, tables and chairs to their normally designated locations (see schematic and pics below).

■ Please sweep or vacuum used areas.

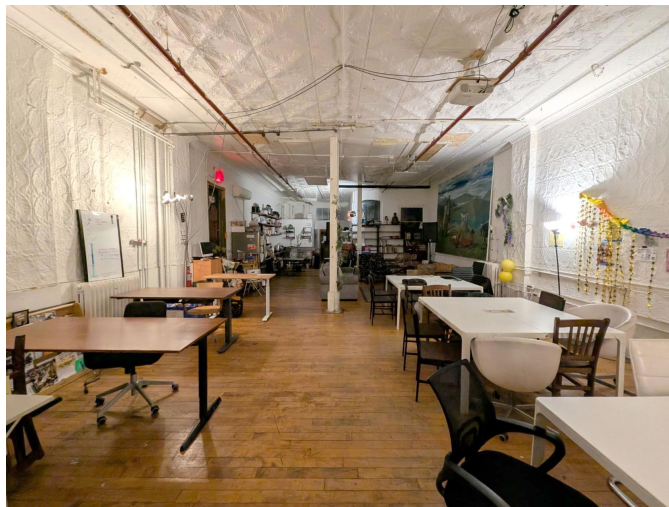
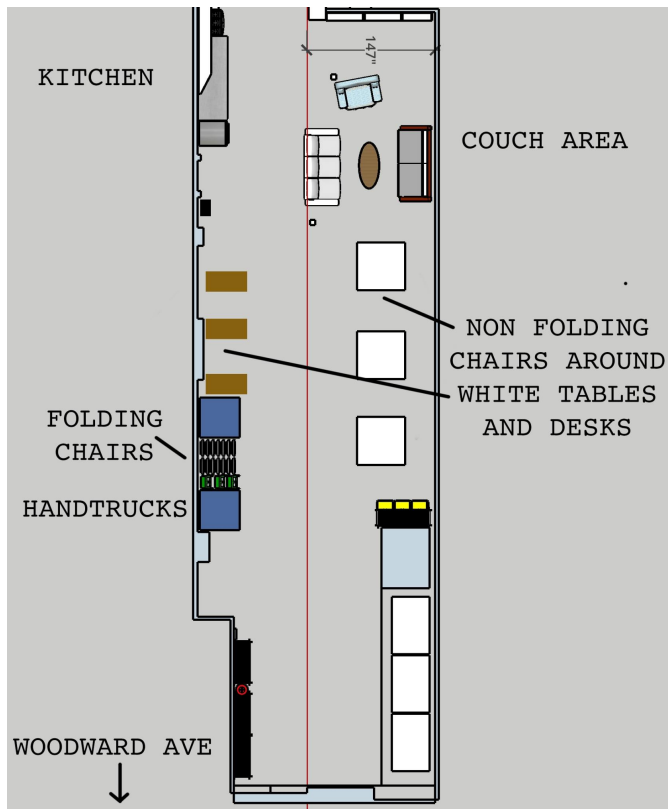
■ There's a lost and found in a blue bin in the library area to drop any miscellaneous items you find.

■ Before leaving, make sure to turn off the lights, projector, fans, and air conditioner (beige remote). Pull up the projector screens.

■ Make sure the front door is locked, with the left door's top latch engaged (can test by trying to open the door when outside). Make sure the key is safely inside the lockbox.

For events/ rentals please communicate via text or email at the end of the event to confirm the space is adequately reset to the above expectations, and communicate any changes or concerns, providing photos if necessary.

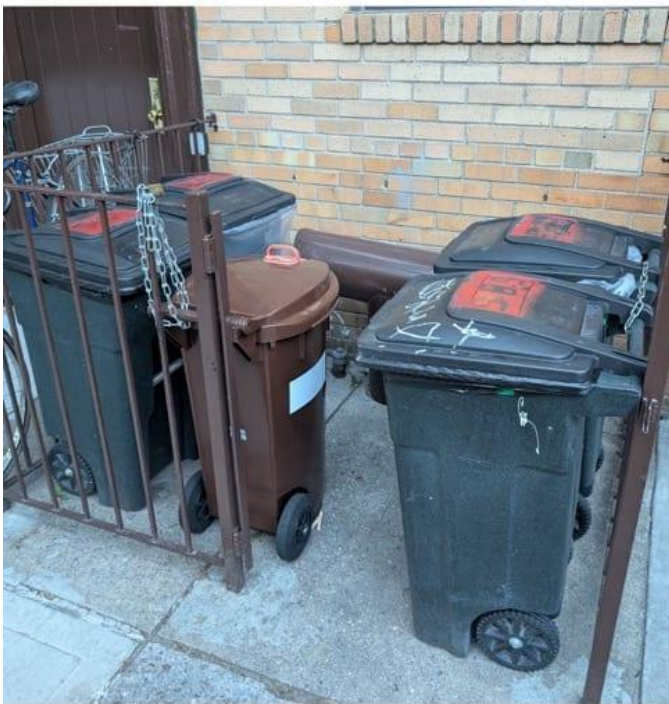
Reset Layout:





Outside Garbage

NOT OUR GARBAGE!



WE WILL GET COMPLAINTS



Remotes





PROJECTOR



PROJECTOR



AIR CONDITIONER



AIR CONDITIONER

