

# **THE ACADEMY AT MINDS IN MOTION IMPACT POINT (IP) RENTAL CHECK LIST**

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

## **Check List**

- Key checked out \_\_\_\_\_ (date)
  
- After Event Completed
  - Reset thermostats to 62 degrees (there are 2 located by each door)
  - All trash in trash cans and taken to blue cans outside
  - Everything returned to original area in which it was found
  - PE Equipment area
    - \_\_\_ All cabinets are locked up
    - \_\_\_ Ball areas, nets are hung back up
    - \_\_\_ Hoops are on hangers
    - \_\_\_ Tables are put back
  - Art Room
    - \_\_\_ Tables are wiped off
  - Music Room
    - \_\_\_ Everything back in cabinet
    - \_\_\_ Chairs back to original spot
  - Spanish Room
    - \_\_\_ Tables wiped off
    - \_\_\_ Tables and Chair back to original spot
    - \_\_\_ Board wiped off
  - Bathrooms picked up
  - Lights out in classrooms, bathrooms, and main gym
  - Mini space heaters turned off
  
- Security code reset \_\_\_\_\_
  
- Key & check list returned to box outside of Impact Point or to main office

## **Notes to IP Coordinator:**

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