

## Brigham Hill Community Barn • Barn Use and Close-up Checklist

We make every effort to maintain the barn as a community resource. However, this means we need your help to insure that it is well-maintained and useful to future groups using the facility.

### Opening and Set-up

- The building is alarmed -- when first entering, enter only through the front entrance using the card key.
- For the comfort of your guests, set the thermostats soon after arrival by pressing Cont Unoc.
- Please return your card key to the upstairs office bin marked "card keys".

### During Event

- In keeping with the law, please identify the emergency exits at the start of every meeting or event.
- The barn and property within the stone wall is a non-smoking area. Please inform your guests of this restriction.
- The upstairs office is private for the use of Community Harvest Project and Grafton Land Trust. Please make sure that your attendees, especially children and teenagers, do not enter it. Your organizer may transit through the office to hang banners, etc., from the balcony. The lower barn is off limits for all.
- The balcony cannot be used for attendees due to fire safety concerns.
- If you open windows, only open those with screens installed, and do not leave the front doors or doors to the deck open. Turn off the thermostat while the windows are open.

### Clean-up / Close-up Checklist

- Place all trash in receptacles. Full trashbags may be placed in the dumpster outside the barn. Recyclables may be placed in the gray recycling bins by the outside dumpster.
- Check bathrooms for trash on floors, etc.
- Remove all leftover food from premises, including any that your group placed in the refrigerator.
- Take any leftover paper goods, plastic utensils, etc., with you.
- Check for any personal belongings your guests left behind and bring them with you.
- Wash and store tables, stack chairs.
- Sweep floor of Great Hall (brooms are located in the restroom closets).
- Put the thermostat in Continuous Unoccupied mode (CONT UNOC).
- Check that deck doors are locked, as well as the outside door off the stairwell (one-half level down), and that all windows are closed.
- Turn off all lights, restrooms and parking lot are automatically controlled.
- Check for any other occupants in the building. Sometimes people from Community Harvest Project or Grafton Land Trust will come in to work in the upstairs office or downstairs barn area.
- Return card key to the upstairs office "KEY CARDS!" box on the cabinet between the windows.
- Set alarm and leave ensuring that the door is secure behind you, # 2 to set.

### Emergency Contacts

1. Cordelia Lyon (617) 642-9221
2. Wayne McAuliffe (774) 287-7364

Grafton Police 911 (from barn phone, dial 9, wait for dial tone, then dial 911).  
(508) 839-2858