

# **CATHOLIC EDUCATION CENTER**

## **EXIT CHECKLIST**

- ✓ ARE THE BUILDING AND GROUNDS AS YOU FOUND THEM
- ✓ HAS ALL THE TRASH BEEN REMOVED?
- ✓ ARE ALL THE LIGHTS TURNED OFF?
- ✓ HAVE ALL FURNITURE AND CLASSROOM EQUIPMENT BEEN LEFT IN THE SAME ORDER THEY WERE FOUND?
- ✓ HAVE ALL DOORS BEEN LOCKED AND CHECKED
- ✓ HAVE ALL FOOD AND PERSONAL ITEMS BROUGHT IN BEEN TAKEN OUT?

***THANK YOU!***