

Norma Anders Public Library Facility Use Key Directions & Cleaning Checklist

Key Directions

The regular key given to persons reserving the library facilities opens the front entrance, Learning Center, and closet found in the Learning Center. The front door will remain locked to the public unless the south door interior bar is lowered using a hex key. The hex key is located on the shelf above the coatrack in the Learning Center. The lock is located on the right side of the bar just underneath. Place the hex key in the lock and turn counter clockwise until the bar is fully lowered. When locking the door after use, turn the hex key clockwise in the lock until the bar is fully raised. It is important to pull on the doors from the outside of the building to ensure the lock fully catches securing the building doors.

Cleaning Checklists

Learning Center Use

Please note: The key used to open building will also open the Learning Center and Learning Center closet.

- Wipe down tables and counter. Spray cleaner is found under the sink, towels are found in the drawers.
- Put tables and chairs back where you found them.
- Cinch trash bags. Check the refrigerator/freezer for any food.
- Check to make sure restrooms are empty and lights are off.
- Leave lobby lights on.
- A vacuum and spray mop are located in the Learning Center closet to use if cleaning up spills or messes.
- Lock front exterior doors and return the hex key to the shelf above the coatrack in the Learning Center.
- Upon leaving, check to make sure the exterior doors are securely latched.
- Return entrance key in the exterior drop box.

Facility Use/Large Events

Please note: The key used to open building will also open the Learning Center and Learning Center closet.

- Monitor cleanliness of facilities throughout the event
- Vacuum mats. (Vacuum located in Learning Center closet.)
- Mop Lobby and Restroom floors. (Swiffer Mop located in Learning Center closet).
- Wipe down restroom sink counters.
- Tie trash bags and leave outside along the alley between the two parking areas.
- Check to make sure restrooms are empty and lights are off.
- Leave lobby lights on.
- Check to make sure that the Learning Center is empty, Learning Center exterior door is securely latched, and the Learning Center lights are off.
- Lock front exterior doors and return the hex key to the shelf above the coatrack in the Learning Center.
- Upon leaving, check to make sure the exterior doors are securely latched.
- Return entrance key in the exterior drop box.