

# **Community Life Center**

## **Building Use Monitoring Chart**

<b>Month</b>		<b>Responsible Party/Family</b>
January		Thomas & Kathy Bridges
February		Johnny & Helen Varner
March		Doug & Linda Coggins
April		Don & Jean Leddy
May		Wesley & Laurie Eavenson
June		Cindy Jackson & Bobbie Edwards
July		Chip & Tonya Bridges
August		Chad & Heather Bridges
September		Ben Coggins & Denise
October		Beverly Eavenson
November		Cecelia Martin & Helen Franks
December		Adam & Jennifer Kennedy

Following are guidelines for monitoring the use of the Community Life Center: Coordinate monthly Center use activities; louvers should be left open during summer (cooling) and closed during winter (heating); ensure doors are locked and secure; ensure fans and/or heat are turned off; ensure lights are turned off, ensure sporting equipment are properly stored and storage rooms are secure; ensure both men's and ladies' bathroom lights are off and water is not running; check need for bathroom supplies; check need for building cleaning. Note: actual cleaning, if required, and purchase of supplies are not the responsibility of the monitoring party. These guidelines are not meant to be all inclusive. If monitoring party feels additional activities should be performed, these activities should then be performed and the information provided to the Building Use Committee.