



TOWN OF BEEKMAN
 4 MAIN STREET
 POUGHQUAG, NEW YORK 12570-9601
 TEL: (845) 227-5783 • FAX: (845) 227-9685
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Bathroom Checklist for Tournaments
 to get Security Returned

Important Reminders

- Bring your own toilet paper
- Bring your own garbage bags
- Bring your own paper towels
- Bring your own soap
- All trash must be removed from park

This is a **PUBLIC** bathroom, as such at least every 45 minutes of your event, these items should be checked by one of your staff members

Fill in TIMEs Inspected:																				
All Toilets are flushed																				
All litter picked up off floor																				
Stalls all have toilet paper																				
Countertops are clean																				
Paper towels are filled																				
Soap is filled																				
Garbage is emptied																				
I removed garbage from park																				

Upon leaving for day

- I flushed all toilets _____
- I made sure water is not running _____
- I checked that lights are off and doors are locked _____
- I returned bathroom key _____

Thank you for using the Town of Beekman Pavilion
 Recreation Office: 227-5783 for any questions you may have prior to use
 Maintenance: 742-4089 for any facility problems you have during your use