

## COMMUNITY CENTER CLEANING CHECKLIST

**PLEASE DO NOT DRAG TABLES OR CHAIRS ON FLOOR. Use the rack and cart provided when moving the tables and chairs.**

1. Note ANY/ALL prior damage on this sheet.
2. Wipe down tables - Return all tables to the racks.
3. Wipe down chairs and stack them all by the table racks.
4. **Vacuum ALL rugs** - the vacuum is in the utility closet.
5. Floors must be swept with the **"dry dust mop."**
6. **"Wet Mop"** to make sure all spills, dirt, and debris are cleaned up. The cleanser and mop are in the utility closet.
7. Kitchen - Sweep and mop floor, clean counter tops and sink. **Rinse Mop.**
8. All Trash - Main Area, Bathrooms, and Kitchen trash all need to be taken to the dumpster behind the building. Replace all the trash bags with new ones.
9. Check thermostat - 75° in summer months, 62° in winter months.
10. Pull all doors closed. Set the switch under the thermostat to "LOCKED".
11. Turn off ALL lights before leaving.

**PLEASE LEAVE THE COMMUNITY CENTER IN THE CONDITION YOU FOUND IT IN. THIS WILL BE CHECKED BY CITY STAFF THE MORNING FOLLOWING YOUR EVENT. FAILURE TO COMPLETE THIS LIST WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT.**

Renter: \_\_\_\_\_ Date: \_\_\_\_\_