

# Checklist for Community Center Rental Cleanup

- 1. Make sure **ALL** doors and windows are locked before you leave the building.
- 2. Empty **ALL** trash cans and put new liners in.
- 3. Clean kitchen (if used).
- 4. Wipe down counter tops.
- 5. Coffee pots emptied & cleaned (leave plugged in).
- 6. Clean bathrooms.
- 7. Wipe down tables and chairs.
- 8. Return chairs and tables to their original position.
- 9. Sweep and mop **ALL** floors.
- 10. Make sure to remove all decorations.
- 11. Can **ONLY** have decorations on Tables, Windows, or Doors.
- 12. Outdoor picnic area cleaned up (if used).

**\*Please make sure NOT to use Staples, Nails, Tape, and/or Tacks to hang up decorations on the Walls\***

Below is a list of items that you may want to bring since they are not provided:

- **Paper Towels**
- **Napkins**
- **Aluminum Foil**
- **Saran Wrap**

**\*\*\*There is a refrigerator and freezer on the north wall for your use. \*\*\***

The user is responsible for leaving the Community Center and outside grounds in as good or better condition than found. Cleaning supplies are in the janitorial closet.

**The renter MUST empty all garbage cans into the dumpster behind the Community Center.**