

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
- Aluminum Foil
- Napkins
- 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.