

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.
- ___ 3. Clean kitchen (if used).
- ___ 4. Clean bathrooms.
- ___ 5. Sweep and mop floors.
- ___ 6. Return chairs and tables to their original position.
- ___ 7. Coffee pots cleaned and unplugged.
- ___ 8. Wipe down tables and chairs.
- ___ 9. Wipe down counter tops.
- ___ 10. Wash kitchen floor (if used).
- ___ 11. Make sure to remove all decorations
- ___ 12. Can **ONLY** have decorations on Tables, Windows or Doors

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
- Dish Soap
- Saran Wrap
- Aluminum Foil
- Dish Cloths
- Potholders
- Napkins
- Scissors

*****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. All tables and chairs must be returned to their original position. All floors must be swept and mopped. Cleaning supplies are in the janitorial closet.

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