

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 original position.
- ___ 7. Coffee pots cleaned and unplugged.
- ___ 8. Wipe down tables and chairs.
- ___ 9. Wipe down the counter tops.
- ___ 10. Wash kitchen floor (if used).
- ___ 11. Make sure to remove all decorations **(including tape used)**

❖ **Please make sure not to use Staples, Nails, and/or Tacks to hang decorations up.**

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
- Tape

*****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 user must empty all garbage into the dumpster behind the Community Center.**