

COMMUNITY CENTER CLEAN-UP CHECKLIST

The following checklist MUST be completed in order to receive a full refund of your deposit.

FLOORS

- All floors must be sweep. ALL spills must be cleaned. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**

RESTROOMS

- Flush toilets.
- Clean toilets, if needed.
- Pick up all trash from the floors.
- Empty trash cans and replace with clean trash bags.
- Replace toilet paper, if needed.
- Replace hand drying paper towels, if needed.
- Clean mirrors of all smears and water splatters.
- Sweep floors. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**

KITCHEN

- Sink, counters and cabinets must be wiped clean of all spills.
- Stove, microwave and refrigerator must be cleaned of all spills.
- No food or drinks should be left in the refrigerator or freezer.
- Sweep floors. **Do NOT mop floors unless to clean spills. Clean floors with WATER ONLY!**
- All trash should be bagged.
- Empty trash cans and replace with clean trash bags.

TABLES AND CHAIRS

- Tables must be wiped clean, removing all spills.
- Chairs should be wiped clean, removing all spills.
- Tables should be left sitting on the floor and all chairs should be stacked.
- **All tables and chairs WILL BE COUNTED after the event. Any missing tables/chairs will result in a forfeit of all or part of the \$250 deposit fee.**

TRASH

- All trash must be bagged and placed in the dumpster located behind the auditorium (NOT the recycle bin).
- Clean bags must be placed in the trash cans.

SUPPLIES

A broom, dust pan, toilet paper, hand drying towels, paper towels, rags & cleaning supplies are provided.

The broom and dust pan are located in the back of the kitchen.

Dish washing soap, toilet cleaner and glass cleaner are located under the sink in the kitchen.

Paper towels, trash bags, rags, toilet paper & hand drying towels are located in the first cabinet in the kitchen.

Failure to comply with this checklist will result in a forfeit of all or part of the \$250.00 deposit fee. Town staff will evaluate the room for compliance.