

COMMUNITY BUILDING CLEANUP CHECKLIST

To keep rental cost down, please clean all rooms used, including hallway and bathrooms.

Cleaning supplies, equipment, and paper products are kept in the utility closet located opposite the kitchen in the entrance to the assembly room or under the kitchen sinks.

FRONT MEETING ROOM:

- Tables/chairs cleaned and returned to original setting or storage. **Please do not slide table/ chairs across the floor.**
- All decorations taken down and removed.
- All floors vacuumed.
- All trash cans emptied and taken to dumpster behind City Hall. Cans washed if necessary. Clean trash bags replaced
- Glass/windows cleaned of smears.
- Thermostat returned to reduced setting.**
- All lights tuned off.
- All doors locked.

ASSEMBLY ROOM:

- Tables/chairs cleaned and returned to original setting or storage. **Please do not slide table/ chairs across the floor.**
- All decorations taken down and removed.
- All floors swept and mopped.
- All trash cans emptied and taken to dumpster behind City Hall. Cans washed if necessary. Clean trash bags replaced
- Glass/windows cleaned of smears.
- Thermostat returned to reduced setting.**
- All lights tuned off.
- All doors locked.

BATHROOMS & HALLWAY:

- Bathroom toilets/urinal, vanity, sinks, and stalls cleaned and wiped down. Toilets flushed.
- All floors swept and mopped or vacuumed.
- All trash cans emptied and taken to dumpster behind City Hall. Cans washed if necessary. Clean trash bags replaced
- Glass/windows cleaned of smears.
- Ensure no water is left running.
- Paper products restocked.
- All lights tuned off.
- All doors locked.

KITCHEN:

- All food removed from the appliances.
- All appliances (stoves, microwaves, refrigerator, and coffee pots) wiped down.
- All stove top burners and ovens turned off.
- Spills/splatters washed off walls if necessary.
- Dishes/containers washed and put away.
- Counters, sinks, and cabinet doors/faces wiped down.
- All decorations taken down and removed.
- All floors swept and mopped.
- All trash cans emptied and taken to dumpster behind City Hall. Cans washed if necessary. Clean trash bags replaced
- Glass/windows cleaned of smears.
- Ensure no water is left running water.
- Paper products restocked.
- Thermostat returned to reduced setting.
- All lights tuned off.
- All doors locked.