



## Community Center Facility Rental Cleaning Checklist

Users are responsible for maintaining the room(s) they have rented and for cleaning the facility before leaving. *Clean-up/set-up time is to be calculated in your total time of usage hours reserved.*

<p><b>Tables/Chairs:</b> Wipe down all used tables &amp; chairs with disinfectant cleaner. Return all tables &amp; chairs to racks.</p>	
<p><b>Counters:</b> Wipe down all counter tops, including, the sink area in the Reception Hall.</p>	
<p><b>Floors:</b> Vacuum floors in room(s) rented.</p>	
<p><b>Kitchen:</b> Leave kitchen area clean. Wipe down all counters and appliances, clean up any spills, sweep &amp; mop floors as needed, load all dirty dishes into dishwasher and start prior to leaving, wash all other dishes used that do not fit in dishwasher, clean out fridge, and empty trash.</p>	
<p><b>Decorations:</b> Remove any tape, signs, decorations, including balloons, and everything brought to the facility for event.</p>	
<p><b>Remove All Garbage:</b> All garbage cans should be emptied and placed in the dumpster next to the back loading dock. Replace garbage cans with clean liner bags.</p>	
<p><b>Lights:</b> Turn off Lights in all rented rooms. Leave lights on in the front foyer.</p>	
<p><b>Closing/Locking Front Doors:+</b> A walk-thru of the Community Center must be completed prior to locking up the building. Check that each restroom is vacant and confirm nobody is left in the building.</p>	
<p><b>Door Access Control/Keys:</b> Return any Door Access Cards or Fobs and any Front Door Keys.</p>	

**Cleaning Supplies are located in the following areas:**

- \* Reception Hall/Shepherd Room: Disinfectant Spray and paper towels are located on the top shelf in each coat closet along with the vacuum.
- \* Kitchen: Cleaning supplies are located in the lower cupboard labeled “cleaning supplies” in the kitchen. The mop and broom are located in the yellow recycle bin.