

Community Center Cleaning Checklist

- MAIN HALL:
 - Decorations / Tape Removed
 - Tables wiped down.
 - Chairs wiped down.
 - Tables put neatly in closet (top to top, bottom to bottom).
 - Chairs put neatly in closet.
 - 17 chairs per roller
 - 60 chairs hung
 - Floors swept.
 - Floors mopped.
 - Trash.
 - Thermostat reset to 78 degrees in Summer or 68 degrees in Winter.
- BATHROOM:
 - Decorations / tape removed.
 - Replace toilet tissue/soap (extra is stored in the kitchen)
 - Toilets cleaned
 - Sink cleaned
 - Floors swept.
 - Floors mopped.
 - Trash.
- KITCHEN:
 - Decorations / tape removed.
 - Dishes put away correctly.
 - Counter tops wiped down.
 - Stoves wiped down.
 - Double check that oven and stove are turned off!
 - Microwave wiped down (inside and out).
 - Fridge emptied and wiped down (inside and out).
 - Hang used dish clothes and towels on the provided racks next to the fridge.
 - Extra ice you brought taken with you.
 - Trash.
- TRASH
 - **PLEASE USE THE DESIGNATED TOWNSHIP TRASH BIN! THE CITY HALL TRASH AND RECYCLING BINS ARE NOT FOR PARTY WASTE.**
- LIGHTS
 - Please ensure that all the lights and fans are turned off when you leave.
- LOCKUP
 - Please lock door prior to leaving and return key per instructions upon rental.