

COMMUNITY CENTER CLEAN-UP INSTRUCTIONS

GRAND HALL

- _____ 1. **THE USE OF ANYTHING THAT MAY MAR THE WALLS IS PROHIBITED.**
- _____ 2. Tables and chairs need to be wiped down and put away on racks until racks are filled then stacked along the wall in the east storage room.
- _____ 3. Floor needs to be swept and clean.
- _____ 4. Put all garbage in the dumpster.
- _____ 5. Lights and PA system need to be turned off.
- _____ 6. Doors need to be locked.
- _____ 7. PA components should be put away.
- _____ 8. The podium will be stored by the custodial staff.

KITCHEN

- _____ 1. **THE USE OF ANYTHING THAT MAY MAR THE WALLS IS PROHIBITED.**
- _____ 2. Check the refrigerator for leftover food and remove from building. Your Leftovers will be disposed of.
- _____ 3. Clean out coffee pots and put parts back together. PLEASE put coffee grounds in the trash and not down the sink.
- _____ 4. If used, wipe down stove and microwave.
- _____ 5. Counters need to be wiped off and sinks cleaned, wiping up any spills.
- _____ 6. Floor need to be swept.
- _____ 7. Put all garbage in the dumpster.
- _____ 8. Make sure doors are locked and lights are off.

- _____ 9. Dirty towels and dishcloths are to be taken home, washed and returned to the city finance office.
- _____ 10. Wash all dishes and silverware and properly store them in specified areas.

MEETING ROOM

- _____ 1. THE USE OF ANYTHING THAT MAY MAR WALLS IS PROHIBITED.
- _____ 2. Tables, chairs need to be wiped down and put away, if necessary.
- _____ 3. Wipe down counter and clean sink.
- _____ 4. Vacuum floor.
- _____ 5. Clean out coffee pot and put parts together. PLEASE put coffee grounds in the trash and not down the sink.
- _____ 6. Put all garbage in the dumpster.
- _____ 7. Make sure door is locked and lights are turned off.
- _____ 8. Dirty towels and dishcloths are to be taken home, washed and returned to the city finance office.

VESTIBULE AND ENTRY

- _____ 1. Floor needs to be swept.
- _____ 2. Vacuum the runner carpets.
- _____ 3. Check around the outside of the building for debris.
- _____ 4. Make sure all lights are off and doors are locked.