

CLEANING CHECKLIST

(Please let the Director know if you cannot complete this for any reason.)

Wesley Room, Rebecca Room, and Carrell Hall:

- Wipe down tables and chairs
- Tables and chairs returned to storage or back to original position
- Pick up trash; empty full trash cans
- Restrooms are in good condition
- Sweep floor (Carrell Hall)
- Vacuum carpet if needed
- Remove all personal items/equipment
- Turn off lights, close windows, lock doors

Kitchen:

- Wipe down all countertops and backsplash
- If oven and stove are used, thoroughly clean
- Wash/dry dishware not used by dishwasher; return to original place
- Empty dishwasher; return utensils and dishes to original place
- Make sure ovens and stove tops are turned off. Leave pilot lights on.
- Make sure dishwasher is drained; clean out mesh tray; turn off
- Coffee pots are rinsed out; throw away filters/coffee grounds
- Sweep floor
- Take all trash to outside dumpster
- Remove all personal items/equipment
- Clean inside and outside microwave, if used
- Leave used towels/rags in tote underneath the sink

To receive full deposit, make sure this checklist is complete. Please ask the Director for supplies prior to event. This checklist will be reviewed by the Director during inspection.

THANK YOU FOR TAKING CARE OF YOUR COMMUNITY CENTER!

I certify that I went through this checklist following my event. I have cleaned all necessary areas and returned all furnishings/equipment to their original place. This checklist has been given to and reviewed by the Director.

Renter Signature: _____ Date: _____