

Cleaning Checklist

The following list is provided to assist you with meeting the facility cleaning requirements. The renter is expected to provide their own cleaning supplies to clean the facility. Please refer to the "Cleaning Requirements" section in the Reservation Policy and Procedure for supplies furnished by the City.

Hall and Lobby

- Floors dusted and mopped, if needed.
- Decorations removed from all walls and ceilings and properly disposed of at the completion of the function.
- Areas cleaned of food and trash.

Kitchen

- Stovetop and ovens cleaned.
- Oven and stove turned off.
- All sinks scrubbed and cleaned; disposal sink emptied.
- All counter tops cleaned.
- Floors mopped.
- All food removed from oven and refrigerators.
- Refrigerators wiped clean.
- All City owned kitchen supplies cleaned and put away.
- All City kitchen supplies accounted for.
- Area cleaned of food and trash.

Tables and Chairs

- Wipe off tables and chairs.
- Stack tables on storage cart.
- Stack chairs on chair tree/cart (60/cart).
- Return tables and chairs to designated storage area.

Bathrooms

- All counter tops and sinks cleaned.
- Toilets cleaned and flushed.
- Mirrors wiped down, if needed.
- Cleaned of all trash and trash is emptied.
- Floors mopped.

Meeting Rooms

- Decorations removed from all walls and ceilings and properly disposed of at the completion of the function.
- All counter tops and sinks cleaned.
- Carpets vacuumed and hardwood swept and mopped.
- Area cleaned of food and trash.

General

- All trash bagged and placed in the brown dumpster located outside the facility.
- All recyclables bagged and place in the blue dumpster located outside the facility.
- All trash/recycling receptacles have clean trash bags in them when cleaning is complete.
- All debris around exterior of building (walkways and planted areas) disposed of properly.
- All lights are turned off and all doors are locked when exiting the facility.