

Clean-Up Requirements & Checklist

The Community Center shall be left in the same condition and repair as existed prior to the event. The renter shall take down, clean & replace all tables & chairs in their designated storage areas. Decorations and other additional equipment shall be dismantled and removed from the facility after each event.

User Responsibilities – Entry Way, Outside Area, Main Seating Area:

- _____ Decorations removed and discarded into garbage bags/dumpster.
- _____ Tables washed.
- _____ Tables and Chairs returned to designated storage area.
- _____ Floors swept and mopped.
- _____ Garbage (including restrooms) removed from facility & placed outside in dumpster North East of building. Garbage bags replaced.
- _____ All lights must be turned off.
- _____ Please check all doors to ensure they are closed and properly locked.
- _____ If using public addressing system, please make sure all equipment is put away properly.
- _____ Vacuum entry way.
- _____ Clean up/wipe down restrooms.
- _____ Check outside area to ensure that all beverage containers, cigarette butts and litter is picked up.
- _____ Thermostat reset to 60° in winter and 75° in summer.

User Responsibilities – Kitchen Area:

- _____ Wash all counters with cleaning solution provided.
- _____ All dishes must be washed and put away.
- _____ Stoves/Ovens, microwave & griddle cleaned.
- _____ Fridge/Coolers emptied and cleaned.
- _____ Kitchen floors swept and mopped.
- _____ Garbage removed from facility and placed in dumpster. Garbage bags replaced.
- _____ All food and liquor removed immediately upon completion of the event or rental.
- _____ Dish towels should be laid across the dish strainer(s) to dry.
- _____ Thermostat reset to 60° in winter and 75° in summer.
- _____ Key dropped into key drop slot in kitchen (south wall) – exit out the kitchen door, locking the door handle.

Material Safety Data Sheet will be located in the Kitchen.

Kitchen items belong to the Community Center; they are NOT to leave the facility. Please supply your own containers to pack up left-over food. The Manager will take an inventory after each function. Any items missing from the Community Center that are not returned will result in replacement charges being assessed to the rental of the facility for that function.

Signature _____ Date _____

PLEASE LEAVE THE CHECKLIST IN THE COMMUNITY CENTER KITCHEN

Please use the back of this paper to leave any comments or suggestions.