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# Community Center Cleaning Checklist

The renter must clean, sweep, mop, and adhere to the cleaning checklist, to receive a full refund of deposit. Anything utilized during the event will need to be cleaned. Cleaning supplies are located under the sink, brooms are in the closet next to the ice machine, and the mop is outside by the trash containers. The Community Center shall be left in the same condition and repair as existed prior to the event. **Please call if there are any issues**.

_____ Decorations removed and discarded into the trash containers.

_____ Tables cleaned.

_____ Chairs cleaned.

_____ Tables and chairs returned to their designated storge area.

_____ Windows cleaned.

_____ Kitchen counter tops, workstation counter tops, and sink cleaned.

_____ Refrigerator, microwave, stovetop and oven, and dishwasher cleaned.

_____ Ice machine scoop cleaned and returned to designated area. To prevent contamination, do not put anything in the ice machine other than the ice scoop.

_____ Women's restroom and men's restroom cleaned.

_____ All floors swept and mopped (including main area, kitchen, women's bathroom, men's bathroom, and hallway).

_____ All garbage removed from facility and placed in trash containers located on the west side of the building. Replace inside trash containers with new bags (including kitchen trash, women's bathroom trash, and men's bathroom trash).

_____ Remove all personal items from appliances and the facility.

_____ If using the projector and screen, please make sure all equipment is turned off and put away properly.

_____ Check outside area to ensure all litter and personal items are picked up.

_____ Turn off all lights and lock all the doors.