IRON BELT COMMUNITY CENTER CLEANING LIST

- ✓ SWEEP AND MOP FLOORS
- ✓ WIPE TABLES & CHAIRS THAT WERE USED
- ✓ REMOVE ALL DECORATIONS, WHICH INCLUDES TAPE & TACS
- ✓ TAKE OUT ALL GARBAGE & REPLACE WITH NEW BAGS
  - GARBAGE IS YOUR RESPONSIBILITY TO TAKE CARE OF
- ✓ CLEAN BATHROOMS
- ✓ CLEAN KITCHEN AND BAR, IF USED
- ✓ TURN OFF ALL LIGHTS & CEILING FANS
- ✓ UNPLUG BAR COOLERS, IF USED
- ✓ PUT ALL TOWELS & RAGS USED IN PLASTIC BAG BY OFFICE DOOR
- ✓ ALL CIGARETTE BUTTS & GARBAGE MUST BE PICKED UP OUTSIDE OF BUILDING
- ✓ MAKE SURE ALL WINDOWS ARE CLOSED & LOCKED
- ✓ MAKE SURE ALL DOORS ARE LOCKED
- ✓ LEAVE KEYS ON KITCHEN COUNTER WHEN DONE WITH HALL

CLEANING SUPPLIES ARE UNDER KITCHEN SINK – MOP, BROOMS, & SHOP VAC ARE BEHIND BAR

EVERYTHING MUST BE CLEANED & PUT BACK WHERE IT BELONGS WHEN YOU ARE DONE WITH CENTER, WHICH INCLUDES PUTTING TABLES & CHAIRS BACK WHERE THEY WERE.

ALL OF THE ABOVE MUST BE DONE IN ORDER TO GET YOUR DEPOSIT BACK!!

THANK YOU FOR YOUR COOPERATION
TOWN OF KNIGHT





