

**CLEANING/LOCK-UP PROCEDURES FOR COMMUNITY
CENTER RENTALS**

***PLEASE LEAVE BUILDING THE WAY YOU FOUND IT-**

INSIDE AND OUT!

DUSTMOP- THE HALL & KITCHEN

MOP- UP ANY SPILLS OR HEAVILY SOILED AREAS. USE PREMIXED FLOOR CLEANER FULL STRENGTH- DON'T THROW JUG/CONTAINER OUT. LOCATED IN KITCHEN WITH DUSTMOP, BROOM AND WET MOP & PAIL. **DUMP DIRTY SCRUBWATER OUTSIDE!**

WASH ALL TABLES THAT WERE USED

RETURN CLEANING SUPPLIES UNDER COUNTER AND LEAVE SOILED RAGS

BAG UP ALL OF THE GARBAGE- FROM FRONT ENTRANCE, HALL, KITCHEN AND BATHROOMS. BAGS ARE PROVIDED (IN CUPBOARD UNDER LONG COUNTER WITH ROLLTOP WINDOW). PLACE GARBAGE IN THE DUMPSTER WITH CAGE AROUND- OUTSIDE.

PLEASE DO NOT LEAVE ANY CHAIRS OR TABLES SET UP IN THE HALL.

TURN OFF ALL LIGHTS- EXCEPTION, CENTER FOYER LIGHT REMAINS ON 24/7, THIS IS NOT ON A SWITCH.

SECURE- DOORS AND WINDOWS, PLEASE CHECK TO MAKE SURE THEY ARE LOCKED. IF NOT THIS WILL DETERMINE REFUND OF DEPOSIT.

**RETURN KEY TO THE DROP BOX LOCATED ON THE SOUTHEAST
CORNER OF THE COMMUNITY CENTER. DO NOT LEAVE KEY IN ANY
OTHER LOCATION**