**ELLSWORTH COMMUNITY CENTER CLEANING CHECKLIST**

Deposits will be refunded provided the entire checklist is complete and there is no damage to the facility or its components. Please place a check mark on circle.

* Chairs cleaned
* Tables & chairs wiped clean
* Windows and doors securely shut
* All countertops and cabinets wiped clean
* All sinks cleaned and rinsed o Refrigerator wiped clean (inside, outside, handles shelves, drawers, doors) all items removed
* Building floors (including bathrooms) must be cleaned, swept, and/or mopped immediately after the event and Rugs vacuumed
* Walls, windows, and bathroom mirrors clean from any markings
* All garbage bagged and taken to the dumpster
* Turn off all lights
* Make sure all exterior doors (kitchen, community room are locked).
* No visible signs of use apparent on the grounds

(Walkways, flowerbeds and parking lot free from debris, etc.)