

ELLSWORTH COMMUNITY CENTER CLEANING CHECKLIST

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

- o Chairs cleaned and stacked (___ per cart) and placed orderly in storage room.
- o Tables wiped clean and stacked (___per cart, tops up) and placed orderly in storage room
- o Windows and doors securely shut
- o All countertops and cabinets wiped clean
- o All sinks cleaned and rinsed
- o Refrigerator wiped clean (inside, outside, handles shelves, drawers, doors) all items removed
- o Building floors (including bathrooms) must be cleaned, swept, and/or mopped immediately after the event
- o Rugs vacuumed
- o Walls, windows, and bathroom mirrors clean from any markings
- o All garbage bagged and taken to the dumpster
- o Turn off all lights
- o No visible signs of use apparent on the grounds (walkways, flowerbeds and parking lot free from debris, etc.)