

ELLSWORTH SHELTER HOUSE 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
- Refrigerator wiped clean (inside, outside, handles shelves, drawers, doors) all items removed
- Building floors must be cleaned, swept, and/or mopped immediately after the event
- All garbage bagged and left neatly inside the Shelter House for city employees to remove
- Turn off all lights
- No visible signs of use apparent on the grounds (Walkways, flowerbeds and parking lot free from debris, etc.)