



Community Center Cleaning Checklist

Rental Date:

At the conclusion of your event using the facilities please check off all appropriate items below. Your cleaning deposit will be returned if all items pass inspection by the Facilities Coordinator. If any items require cleaning, your deposit will be used for janitorial services and any remainder returned to you.

If Using the Meeting Rooms and/or Lobby:

- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris, vacuum
- Turn off all lights (restroom lights are automatic)
- Empty all garbage, and place bags in container in back of the building
- Check that all doors (including back doors) are locked
- Check restrooms for trash on floor, flush, and remove garbage.

If Using the Kitchen:

- Wash all dishes and put away properly
- Wash, dry, and sanitize all counters and tables
- Empty all garbage, and place bags in container in back of the building
- Remove all food from the refrigerator
- Wipe out microwave
- Turn off and clean stove and oven
- Wash out and dry sinks
- Turn off faucets securely
- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn off all lights (restroom lights are automatic)
- Check that all doors (including back doors) are locked
- Check restrooms for trash on floor, flush, and remove garbage.

After all items are checked off, sign, date, and return this form to the Facilities Coordinator.

All items are checked off and in satisfactory condition.

Name of Renter

Date

Facility Coordinator

Date

NOTES: