



Indoor Facility Cleaning Check List

This facility has been entrusted in your care for a period of time as outlined in the user agreement. Please help us keep it clean so others can utilize it after you. We ask that you leave the facility in the same, if not better, condition it was found in. Please do NOT remove any items from our facility. Please ensure we are left with the same number of items at the end of each event that we had when you first arrived.

User Responsibilities:

- _____ Decorations removed. No tape or tacks on walls or glass please.
- _____ Tables and Chairs cleaned and returned to designated storage area.
- _____ Wet spills mopped / dry spills swept.
- _____ Cigarette dispenser emptied & returned to designated storage area.
- _____ Garbage (including washrooms) removed to outside commercial garbage bin.
- _____ Washroom toilets and sinks checked and cleared of debris.
- _____ Lights turned off.
- _____ Coolers and freezers cleared, drained and turned off.
- _____ If using the public addressing system, please make sure all equipment is put away properly and power is shut off.
- _____ Dishes washed, dried and placed in designated place.
- _____ Counter tops washed with bleach solution.
- _____ Coffee urns must be hand washed.
- _____ Kitchen floors swept and mopped.
- _____ Doors closed and properly locked.
- _____ Dirty rags can be left in a pile on the floor.

Please make sure that the panic bars on doors are not left in the open position.

**Extra garbage bins, tissues, garbage bags etc are located in the Kitchen & Bar
Mop bucket and pail located in lobby area**

This facility is subsidized using tax dollars, please inform the Town of any damage, breakage or theft at your earliest opportunity. Thank you for supporting our community.

Don't forget to return your keys to the Town Office. We have a drop box!