

Cleaning/Lock-up Procedures for Community Center Rentals

***Please leave the building the way you found it...inside and out!**

***Sweep** all insides areas including the hall, kitchen, and front entrance. Cleaning supplies are located in the kitchen for your convenience.

***Mop** up any spills or heavily soiled areas. Use the pre-mixed floor cleaner at full strength. (Located in the kitchen)

***Check the bathrooms** to make sure that the toilets are not running or plugged.

***Bag up all of the garbage** from the front entrance, hall, kitchen, and bathroom. Bags are provided and located in the kitchen under the service counter. Place the garbage in the outside dumpster. Do not overfill the dumpster. If the dumpster is full, take the excess garbage with you. Close the dumpster lid and strap it down with the strap provided. This is to prevent critters from getting into the dumpster prior to pick-up.

***Turn off all lights.** Exception: The center foyer light is not on a switch. This light will remain on at all time.

***Secure** and lock all doors and windows.

***Return key** to the drop box located on the southeast corner of the community center. Do not leave the key in any other location.