

COMMUNITY CENTER CLEANING CHECKLIST

Date of Event _____

Welcome Center Clean Up Check List

We hope you have enjoyed your use of the Welcome Center. In an effort to ensure everyone enjoys the facility, we ask that you please complete the following clean-up items on the check list. You will need to supply all cleaning materials necessary to clean the facility after use. Our staff will withhold any cost associated with cleaning or repairs in connection with your event.

Your security deposit will be returned, less any charges incurred after an inspection has been completed.

Resident Name

Address

Signature

- Wipe off all countertops
- Wipe off all tables & chairs
- Wipe down microwave (if used)
- Clean and wipe down refrigerator
- Vacuum Welcome Center carpet
- Sweep and/or mop foyer area, kitchen floor, and bathroom floor
- Remove all trash from the Welcome Center and place in the bins behind building.
- Replace all trash bags that were used.
- Wash all fingerprints off doors and windows.
- Clean bathroom facilities
- Clean or pick up trash from outside common areas if used.

Please return this check list with your signature and facility keys. Place these items in the Welcome Center drop box located just outside the front entrance door if after hours.