

Rec Center Rental - Cleaning Checklist

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To be eligible for a full \$40 refund deposit, ALL of the following MUST be completed.

Tables and Chairs:

1. Wipe down ALL tables and chairs
2. Stack white folding chairs on chair rack and other chairs against wall
3. Fold Tables and push against wall

Floors

1. Sweep/Dry Mop Floors
2. Wet mop any spills/stains as needed

Tumbling Equipment

1. Tumbling equipment: (if rented and used) Wipe down tumbling equipment as needed

Kitchen

1. Turn off any appliances used
2. Remove all from from fridge/freezer
3. Wash any appliances, cookware or utensil used
4. Wipe down counter tops and sink
5. Sweep and mop floors as needed

Bathrooms

1. Clean as needed

General Facility

1. Remove all decorations
2. Close all windows and doors
3. Remove ALL garbage (replace bags) and place in dumpsters on North side of building
4. Remove all personal belongings
5. Lights out!