

COMMUNITY CENTER CLEAN-UP LIST

Care instructions for wood laminate flooring:

Special care must be given to wood laminate floor in the Community Center.

- ◆ Mop with slightly damp mop only, never saturate the floor.
- ◆ Mop wood laminate floor with clean, clear water only. Do not use any cleaners.
- ◆ Wipe up spills immediately - do not allow liquids to stand on flooring.
- ◆ Do not use abrasive cleaners or abrasive cleaning cloths/sponges.
- ◆ Do not use any type of buffing machine.
- ◆ Do not slide tables or chairs across flooring – lift to move.

Check list for cleaning room:

- Pick up trash in room, kitchen and restrooms. *(Two trash bags will be furnished. If you expect to fill more than two, you will need to bring extra.)*
- Wipe down tables, chairs and counter tops.
- Sweep floors in room, kitchen, restrooms and hallway.
- Mop floors with grain in large community center room, kitchen, restrooms and hallway.
- Clean sinks in kitchen and restrooms.
- Clean toilets in restrooms.
- Make sure Oven and range has been turned off.
- Restore room to its original state – (see diagram).
- Pick up trash in parking areas
- Take trash bags to dumpster by fire department.
- Return thermostats to original settings.
- Make sure all doors are locked and lights are turned off.
- Put key in drop box located on east side of building, south door.

Failure to comply with ALL rules will result in the forfeit of your \$200 clean-up deposit.

Any damage to city property or an increase in utility charges due to the thermostat not being reset, could result in additional costs to the applicant.