

COTTONDALE COMMUNITY CENTER CLEAN-UP CHECK LIST

Name of Person, Persons, or Organization

Date Used: Month Date Year

NOTE: IF THE CENTER IS NOT CLEANED PROPERLY AND/OR DAMAGES DISCOVERED, DEPOSIT WILL BE REDUCED.
IF DAMAGES EXCEED THE DEPOSIT, RENTER MUST PAY FOR DAMAGES.

Upon arrival, if any damaged furnishings or unsatisfactory conditions are discovered at the Community Center, please notify City Hall same day.

CHECKED

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| 1. Clean & flush all toilets and urinals | _____ |
| 2. Sweep all floors. | _____ |
| 3. Mop all floors. | _____ |
| 4. Empty refrigerator and wipe out leaving clean. | _____ |
| 5. Wash and put away all items belonging to the Community Center. | _____ |
| 6. Wipe down counters, sinks, and stove in the kitchen. | _____ |
| 7. Wipe down cabinet tops in bathrooms. | _____ |
| 8. Remove all decorations from auditorium. | _____ |
| 9. Wipe off all tables (and chairs if necessary). DO NOT stack chairs on tables. | _____ |
| 10. Turn off both air conditioning/heating units (one on each side of stage). | _____ |
| 11. Turn off all lights (including bathroom lights). | _____ |
| 12. Lock all doors from the outside. | _____ |

Cleaning solutions, paper towels, trash bags, and toilet tissue can be found in the bottom cabinet to the left of the stove. Mops, brooms, and buckets can be found in the room to the left of the stage.

THE CITY WILL INSPECT THE COMMUNITY CENTER AFTER EACH USE.

Please return this form to City Hall when you return the key.

Inspection Signature – by person renting the Center

Time of inspection

Date

Inspection Signature - by Person Renting Center

Time of Inspection

Date