

Community Center Cleaning Checklist

Kitchen:

- _____ Sweep kitchen floor and wipe up any spots (broom located in middle storage room area)
- _____ Wipe down all counter tops
- _____ Scrub kitchen sink and run garbage disposal
- _____ If microwave, oven, or dishwasher used wipe down inside and out
- _____ Empty garbage; put out in dumpster in parking lot. Replace liner, clean if necessary.

Bathrooms:

- _____ Clean toilets, sinks, mirrors
- _____ Empty trash cans, clean if necessary.
- _____ Sweep floors and wipe up any spots
- _____ Turn out lights
- _____ Leave restroom doors open

Open Area:

- _____ Remove anything hung for occasion/including tape used to hang decorations
- _____ Return chairs/tables to storage locations
- _____ Clean front windows inside and out to remove fingerprints from guests
- _____ Turn off fireplace
- _____ Turn down air conditioner to 75 degrees / turn down heat to 65 degrees
- _____ Vacuum entire rug area thoroughly (vacuum located in middle storage room area)
- _____ Turn out lights and ceiling fan
- _____ Lock both doors upon exiting

Please initial each item indicating its completion. Return the key to the key box and leave this form and your \$25 usage fee under Leann's office door.

We have the community center professionally cleaned once a month; thus the reason to leave it clean when you are finished with your event.

The HOA supplies toilet paper, paper towels, liquid soap for bathrooms, and liners for kitchen garbage can. If you notice the supply is low on any of these please email Leann at: Brookwoodsub@msn.com to let her know.

Thank you, we hope your event was a success and you enjoyed using this facility!

Community Center Renter

Date