

## CLEAN UP & CLOSURE CHECKLIST

The Event Center is to be left the way you found it.

Any individual, group or organization shall utilize City provided cleaning supplies and be responsible for cleanup and closure activities including:

- \_\_\_\_\_ 1. Clean kitchen area thoroughly. Hot water, soap and cloths are provided under the sink.
  - \_\_\_\_\_ a. Clean sinks and counter tops.
  - \_\_\_\_\_ b. Remove all personal items, including leftovers.
  - \_\_\_\_\_ c. Clean and store all City provided utensils and appliances.
  - \_\_\_\_\_ d. Turn off oven and stove.
- \_\_\_\_\_ 2. Sweep all areas used; mop areas were spills have occurred. Mop, pail, broom, dustpan and dry mop located in smaller area to the north near the garbage can(s).
- \_\_\_\_\_ 3. Put tables and chairs back where you found them.
- \_\_\_\_\_ 4. Clean all tables that have been used with products located under the sink.
- \_\_\_\_\_ 5. Remove all decorations.
- \_\_\_\_\_ 6. Empty all trash receptacles and dispose of all garbage in the containers inside and/or outside the north door of the building. Extra garbage bags are under the sink.
- \_\_\_\_\_ 7. Check bathrooms for cleanliness.
- \_\_\_\_\_ 8. Leave thermostats as they are. **Do not attempt to adjust.**
- \_\_\_\_\_ 9. Turn off any audio video equipment used.
- \_\_\_\_\_ 10. Turn off all lights.
- \_\_\_\_\_ 11. Lock all doors and insure all windows are closed.
- \_\_\_\_\_ 12. Return keys to the History Center Office during normal business hours, or keys may be placed in the City's utility bill payment drop off. It is the responsibility of the applicant that the keys are properly returned.
- \_\_\_\_\_ 13. Report any damage of facilities or loss of equipment within 24 hours of activity.