

Clean up checklist

Kitchen Checklist

- ___ 1. Kitchen floor swept and mopped if necessary. Empty mop bucket if used.
- ___ 2. Dishware and cooking utensils washed, rinsed, dried and properly stored.
- ___ 3. Coffee pots washed, rinsed and dried.
- ___ 4. Sinks and counter tops cleaned.
- ___ 5. Range tops, ovens and microwave cleaned.
- ___ 6. Food/beverage spills cleaned from walls and refrigerator interior.
- ___ 7. Wastebaskets emptied and trash bag put in **RED** dumpster outside kitchen door.

Verification of Kitchen Items:

___ Coffee Maker ___ Microwave

Main Hall and Lobby Checklist

- ___ 1. Sweep entire floor and mop if necessary. Empty mop bucket.
- ___ 2. Clean all tables and wipe chairs off if necessary.
- ___ 3. Put all folding chairs and tables in storage room at south end of community room.
- ___ 4. Empty wastebaskets and put trash bags in dumpster outside kitchen door.
- ___ 5. Remove all balloons and other decorations from the building at the end of the lease.
- ___ 6. Clean glass doors and large glass window in foyer.

Restroom Checklist

- ___ 1. Sweep floors and scrub if necessary. Empty mop bucket.
- ___ 2. Empty wastebaskets and put trash bags in **RED** dumpster outside kitchen door.
- ___ 3. Clean bathroom sinks and top of toilet seats if necessary.

COMMENTS:

Upon completion of the above items, call the Arcola Police Department at 268-4906. An officer will come to the Arcola Center and take the keys and lock the building.

Leave your contract on the kitchen counter at the Arcola Center when you event is over and all cleaning is complete.

Your deposit will be refunded to you after the City's Janitor has inspected the facility and approved the checklist and there are no damages.

Deposit may be picked up at the City Clerk's Office, 114 N. Locust St., after approval of this checklist.

Keys collected
& doors checked by : _____
Date: _____
Time: _____

Inspected by: _____
Date: _____
Time: _____