

CLEANING CHECKLIST

Renter: _____

Event Date: _____

Kitchen

- All counters and sinks must be clean and dry
- All appliances must be emptied and cleaned
- Kitchen floor must be swept and mopped
- Traps (drains) under sink must be cleared of all debris

Bathrooms

- Remove any decorations or items
- Pick up trash from floor

Floors

- All spills of any kind must be cleaned
- All trash must be picked up

Garbage

- All garbage cans in the Community Center and outside terrace must be emptied and garbage must be placed in the dumpster outside the building
- Trash can liners must be replaced and tops placed back on the cans

Other

- All decorations and items must be removed
- Drinking fountains must be clean and free from food items
- Tables and chairs wiped down
- Key turned in

Additional Information

Cleaning products, mops and brooms are stored in the kitchen and/or can be obtained from City staff.

Walk-through of the facility prior to leaving is required to ensure that the clean-up is complete.

The goal is to leave the Yelm Community Center in the same condition as it was prior to your use. This check list outlines the minimum requirements for which you are responsible.

Failure to adhere to these guidelines may result in partial or full loss of damage deposit.

Clean-up completed by: _____

Date: _____

City Staff signature: _____

Date: _____