

Council Grove Recreation Center Cleaning Check List

(Cleaning supplies and trash bags are located in the maint. room between men's restroom and classroom)

Gym/Hall

- All tables must be wiped down, tables and chairs must be placed on carts and moved to south bay area
- All trash removed (dumpster located SE corner of Rec Center)
- All tape and decorations must removed from ceiling and walls
- Floor swept
- Floor spot mopped (if spills occur)

Bathrooms

- Trash removed (dumpster located SE corner of Rec Center)
- Countertops wiped down (sinks cleaned)
- All toilets flushed and clean (Including shower areas)
- Floor Swept
- Floor spot mopped (if spills occur)

Kitchen

- Trash removed (dumpster located SE corner of Rec Center)
- Countertops wiped down (sinks cleaned)
- Floor Swept
- Floor spot mopped (if spills occur)

Classroom

- Trash removed (dumpster located SE corner of Rec Center)

Tables and chairs moved back to original locations

Floor vacuumed stains removed

East Hall Entry

Trash removed (dumpster located SE corner of Rec Center)

Rugs vacuumed

Floor Swept

Floor spot mopped (if spills occur)

Parking Area

Trash removed (dumpster located SE corner of Rec Center)

Overall Facility

All interior and exterior doors closed and secured

All lights turned off (security lights remain on in kitchen)

West entry gate closed and secured East Entry doors "NO PARKING"

Keys returned to City Recreation Director next business day

Thermostats returned original set temperatures: Gym 60F

Kitchen (60F Winter 75F summer) Classroom (70F winter 75F summer)

By signing below the renter shall agree to perform the above "cleaning checklist" as well as be responsible for any damages done to the facility. If the checklist is not completed as "clean" or any damages have occurred the renters \$100 cleaning deposit will not be refunded. If cleaning and damages exceed \$100 the renter shall be responsible for these costs of repair to the facility.

Renter

Recreation Director
