



CITY OF STANLEY

## Community Building Clean-Up List

**MUST BE COMPLETED TO RECEIVE FULL DEPOSIT REFUND**

### **AUDITORIUM:**

- Floors swept **AND** mopped
- ALL** trash removed
- Vacuum carpets – Including the stairs
- Chairs folded and stacked
- Tables washed and stacked
- Door windows clean
- Turn off lights and fans

### **KITCHEN:**

- Clean and mop floor
- Counters wiped clean
- Clean oven (if used)
- All trash removed
- Sinks clean
- Grill cleaned (if used)
- Dishes washed **AND** returned to cupboards
- Coffee pots cleaned
- All food removed from refrigerator
- TURN OFF OVEN & STOVE!**

### **RESTROOMS:**

- Take out all trash
- Turn off all lights
- Sweep and mop floors
- Clean Sinks & Toilets (if necessary)
- Clean Mirrors

### **HALLWAYS:**

- Floor vacuumed AND cleared of trash

### **GENERAL PREMISES:**

- Parking lot cleared of **ALL** trash
- Walks cleared of trash & debris
- Take all trash out and dispose of properly in the outside dumpster. Code: 8327**
- Grass area cleared of trash
- Clean outside whiskey barrel ashtrays (if necessary)

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DATE INSPECTED: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

Description of cleaning and maintenance work by City of Stanley:

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City of Stanley  
P.O. Box 53 Stanley, ID 83278  
Tel: 208.774.2286 / Fax: 208.774.2278  
[www.stanley.id.gov](http://www.stanley.id.gov)



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