



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)

DATE INSPECTED: _____ INSPECTED BY: _____

Description of cleaning and maintenance work by City of Stanley:
