



## **COMMUNITY CENTER CLEANING CHECKLIST**

PLEASE REVIEW THIS CHECKLIST BEFORE LEAVING THE  
COMMUNITY CENTER

- TAKE DOWN ALL DECORATIONS/TAPE & WASH OFF MARKS ON WALLS
- WIPE OFF & PUT AWAY ALL TABLES AND CHAIRS IN STORAGE CLOSET
- CLEAN UP SPILLS ON FLOOR AND/OR CARPET
- VACUUM CARPET AND/OR USE DRY MOP ON FLOORS ONLY AFTER  
CLEANING ALL SPILLS
- WIPE OFF ALL KITCHEN COUNTER TOPS
- CLEAN SPILLS IN REFRIGERATOR, IN MICROWAVE & ON STOVE TOP
- CLEAN BOTH SINKS IN KITCHEN
- TAKE TRASH & PUT INTO THE DUMPSTER BY THE BASKETBALL COURT
- RETURN PROJECTOR SCREEN TO HOUSING UNIT ON MANTLE
- TURN OFF ALL LIGHTS (INCLUDING RESTROOM LIGHTS)
- MAKE SURE ALL DOORS AND WINDOWS ARE TIGHTLY CLOSED
- SET ALARM AND LOCK FRONT DOOR WITH KEY FROM OUTSIDE

*I have read and understood the cleaning requirements expected of me and listed above. Failure to comply with these stipulations holds me liable and will result in loss of part or all of my deposit. I agree to all of the requirements that are stated above.*

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Access Code to turn off alarm: \_\_\_\_\_

Access Code to turn on alarm: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE ROA  
OFFICE WHEN YOU RETURN THE KEY.**