

**TOWN OF LIBERTY GROVE  
ELLISON BAY COMMUNITY CENTER  
CLEANUP CHECKLIST**

**BUILDING TO BE LEFT IN THE CONDITION IT WAS FOUND**

**INDIVIDUAL NAME:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**Leave completed checklist on the kitchen island to assure deposit refund**  
(Items to assist with clean up are in tall pantry next to kitchen sink)

**Kitchen Area:**

- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop sticky/soiled areas on floor. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Wipe off counters
- \_\_\_\_\_ Scrub sink, remove containers, etc. from counter
- \_\_\_\_\_ Clean/wipe down refrigerator, remove all items
- \_\_\_\_\_ Remove all garbage from cans, take home
- \_\_\_\_\_ Clean spills on stove, remove all material from surface
- \_\_\_\_\_ Remove all unused items (utensils, coffee, rags, food)

**Dining Area:**

- \_\_\_\_\_ Remove garbage from area
- \_\_\_\_\_ Wipe down tables/chairs
- \_\_\_\_\_ Return tables/chairs to storage area
- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop spills/sticky spots. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Check that windows are closed and locked

**Sitting/Carpeted Area:**

- \_\_\_\_\_ Remove garbage from area
- \_\_\_\_\_ Vacuum floor
- \_\_\_\_\_ Arrange furniture as found
- \_\_\_\_\_ Check that windows are closed and locked

**Bathrooms:**

- \_\_\_\_\_ Remove garbage from containers
- \_\_\_\_\_ Clean sinks
- \_\_\_\_\_ Be sure lights are turned off
- \_\_\_\_\_ Check toilet bowls/seats
- \_\_\_\_\_ Clean/mop floors

**Entrances:**

- \_\_\_\_\_ Shake out or vacuum mats
- \_\_\_\_\_ Lock all doors

**Exterior:**

- \_\_\_\_\_ Check lawn around building for debris