

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

BUILDING TO BE LEFT IN THE CONDITION IT WAS FOUND

INDIVIDUAL NAME: _____ **PHONE:** _____

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
- _____ Exit through door closest to Highway 42 and confirm it has locked behind you

Exterior:

- _____ Check lawn around building for debris