

# EVENT CENTER CLEANING CHECKLIST

PLEASE TURN SIGNED CHECKLIST IN WITH YOUR KEY IN ORDER TO RECEIVE SECURITY DEPOSIT

FAILURE TO SATISFACTORILY CLEAN SUB-ITEMS RESULTS IN LOSS OF ENTIRE ITEM'S DEPOSIT

CALL ANGIE OF McCULLY CLEAN <u>24-HOURS IN ADVANCE</u> TO SCHEDULE THE CHECK OUT AT <u>570-9994</u> AND THE DAY OF THE EVENT WHEN YOU ARE READY TO BE CHECKED OUT! <u>BOTH PHONE CALLS MUST BE MADE IN ORDER TO RECEIVE A REFUND OF YOUR SECURITY DEPOSIT. IF YOU FAIL TO CALL EITHER TIME YOU WILL FORFEIT YOUR ENTIRE SECURITY DEPOSIT!</u>	<b>\$100</b>
<b>BATHROOMS</b>	<b>\$100</b>
COMPLETELY SCRUB TOILETS AND URINALS —THIS MEANS THE ENTIRE TOILET BOWL & PEDESTAL	
SCRUB SINKS AND COUNTERS	
WIPE MIRRORS WITH GLASS CLEANER AND PAPER TOWELS	
WIPE DOWN STALLS, STALL DOORS, AND TILE WALLS	
WIPE DOWN DOORS & WALLS	
SWEEP AND MOP FLOORS — USE MOP AND RUBBER FLOOR CLEANER	
<b>KITCHEN &amp; HALLWAY</b>	<b>\$100</b>
SCRUB SINKS AND COUNTERS	
WIPE DOWN APPLIANCES AND SHINE WITH GLASS CLEANER	
CLEAN REFRIGERATOR, SHELVES, DOORS AND FREEZER	
CLEAN MICROWAVE TRAY	
WIPE CUPBOARDS & WALLS DOWN IN KITCHEN AND HALLWAY	
CLEAN OVEN (DO NOT USE SELF-CLEAN FUNCTION)	
SWEEP AND MOP FLOORS - USE MOP AND RUBBER FLOOR CLEANER	
<b>MAIN ROOM</b>	<b>\$100</b>
WIPE DOWN COUNTER BY FRONT DOOR. SHAKE ALL RUGS OFF OUTSIDE & THEN VACUUM.	
SWEEP AND MOP FLOOR - FOLLOW DIRECTIONS LOCATED ON THE WALL IN CLEANING CLOSET	
WIPE DOWN WALLS IN ALL ROOMS & BE SURE THAT NO DECORATIONS ARE LEFT BEHIND.	
<b>TABLE &amp; CHAIR ROOM</b>	<b>\$25</b>
SWEEP & MOP TABLE & CHAIR ROOM — FOLLOW DIRECTIONS LOCATED ON THE WALL IN CLEANING CLOSET	
STACK CHAIRS IN ROWS & STACK TABLES ON SIDES (PER ROOM DIAGRAM ON WALL)	
<b>CEILINGS &amp; WALLS</b>	<b>\$100</b>
REMOVE ANY DECORATIONS AND HANGING ITEMS FROM CEILINGS & WALLS.	
WIPE DOWN WALLS WHERE NEEDED. YOU WILL BE CHARGED FOR PAINT REPAIRS IF NEEDED.	
<b>WINDOWS &amp; DOORS</b>	<b>\$25</b>
CLEAN ALL WINDOWS INSIDE & OUTSIDE WITH GLASS CLEANER & PAPER TOWELS (INCLUDING DOORS)	
CLEAN WINDOW SILLS	
LOCK ALL WINDOWS & DOORS IN THE COMMUNITY CENTER. <u>CHECK ALL DOORS FROM THE OUTSIDE.</u>	
<b>GARBAGE &amp; CLEANING ROOM</b>	<b>\$25</b>
CLEAN UP ALL TRASH IN AND AROUND BUILDING. TAKE ALL TRASH OUT OF CANS AND REPLACE W NEW BAG	
TAKE TRASH OUT TO DUMPSTER AND RETURN KEY TO CLEANING CLOSET	
LEAVE CLEANING ROOM PER ROOM DIAGRAM.	

SIGNATURE OF RENTER

DATE

McCULLY CLEAN REPRESENTATIVE SIGNATURE

DATE

FINES