

CHECKLIST MUST BE SIGNED, COMPLETED CORRECTLY AND RETURNED FOR A FULL DEPOSIT TO BE REIMBURSED

Community Center Cleaning Checklist

Room Used

	Pick up <u>all Trash</u>
	Place <u>all trash</u> in the outside dumpster
	Put all chairs and tables back in appropriate closet or on tables as instructed
	Sweep <u>entire</u> area used
	Spot mop any spills or excessively scuffed areas of floors

Kitchen

	Pick up <u>all trash</u>
	Place <u>all trash</u> in the outside dumpster
	Wipe down <u>all</u> countertops
	Sweep entire kitchen and spot mop any spills
	Wash any dishes/utensils used and put them back where you found them
	Wipe off ovens if used

CHECKLIST MUST BE SIGNED, COMPLETED CORRECTLY AND RETURNED FOR A FULL DEPOSIT TO BE REIMBURSED

	Clean and dry stainless-steel sinks when done
	Place any towels used to the left of the large sink and county employee will wash them
	Clean coffee pot if used
	Do not leave anything in the refrigerator or freezer, <u>no leftovers can be kept in the facility</u>
	Turn off the vault and keep the door cracked open. Mop in the vault if needed

Bathroom

	Pick up <u>all trash</u>
	Place <u>all trash</u> in the outside dumpster
	Flush toilets and urinals
	Sweep up any mess

Temperature Controls

	Thermostat should be reset to: Heat 60 / Cool 78 When you are finished with the building
--	---

CHECKLIST MUST BE SIGNED, COMPLETED CORRECTLY AND RETURNED FOR A FULL DEPOSIT TO BE REIMBURSED

General Facility

	Turn off <u>All Lights</u>
	Lock <u>All Outside Doors</u>
	Return issued key by the <u>Next Business Day</u>

Sound System

	Turn off the Sound System (Instructions are on the back of the closet door)
	Leave microphone (if borrowed) in the sound system closet
	<u>Disconnect your device from Bluetooth before leaving</u>

Projector

	Turn off the projector using the remote control
	Leave remote control in the sound system closet
	Leave any cords/devices borrowed to the projector in the sound system closet

Laptop

	Turn off Laptop and return to county employee in charge of booking facility
--	---

CHECKLIST MUST BE SIGNED, COMPLETED CORRECTLY AND RETURNED FOR A FULL DEPOSIT TO BE REIMBURSED

I _____ certify that I have completed all of the above tasks on this day of _____, 20_____ and understand I must return this checklist to the county employee in charge of booking the Glasscock County Community Center in order to receive a refunded deposit if these duties were completed correctly and approved by a county employee. I also understand that if the above tasks were not carried out properly and if any equipment loaned, not returned or found damaged, that I may not receive my full deposit back and I will receive a warning for future Community Center rental bookings.

Please Return this checklist along with a community center key (if loaned) to the county employee in charge of booking the community center

Office Hours

Monday-Friday: 8:00am-4:00pm