

OSWEGO COMMUNITY CENTER CHECKLIST FOR CLEAN-UP

Event: _____

Renters Name: _____

Date Rented: _____

Time Frame Rented: (Circle One) 08:00am-10:00pm or w/add'l \$25.00 fee 08:00am-01:00am

Rooms Rented: (Circle One or More) Kitchen - West - Kitchenette - East - Complete Hall

PLEASE NOTE: THE REFUND OF YOUR DEPOSIT IS DEPENDENT UPON THE FOLLOWING ITEMS:

Heat/Air Units

DO NOT TURN OFF THERMOSTAT

Please make sure that you turn the A/C or Heat Thermostats to the following degrees:

Heat to 65	
Air to 75	

Restrooms

Make sure all trash is picked up and put in the trash bin		*
Floors Swept		*
Floors Mopped (In inclement weather)		*
No Water Left Running		
Stalls- toilets flushed, no trash on floors		*

Tables & Chairs (see list on reverse)

Wiped Down		*
Returned to Storage Closet from which removed		*

Personal Items

Be sure all have been removed	
-------------------------------	--

Marker Boards (markers, etc., in kitchen, 1st top cabinet at serving window closest to West room)

Clean Board		*
Return Markers to Top Cabinet		*

Kitchen

All dishes, pots and pans, cooking utensils washed, dried and put away		
Sinks		*
Garbage Disposal contents cleared, if used		*
Cabinets		*
Countertops		*
Ovens		*
Refrigerators		*
Stovetops		*
Floors Swept		*
Floors Mopped		*
All items returned to Storage Closet		*

**OSWEGO COMMUNITY CENTER
CHECKLIST FOR CLEAN-UP**

Trash

Sacked		*
Taken to Dumpster		*
Replace Liners		*

Floors of Rented Room(s)

Floors Swept		*
Floors Mopped (when food is served)		*
Floors Mopped (In inclement weather)		*

Lobby

Floors Swept		*
Floors Mopped (In inclement weather)		*

Lights (security lights will remain on automatically)

Shut-off	
Table/Chair Storage Closets (leave on for safety)	

Doors

All Must Be Locked	
--------------------	--

Damages

List Specifics-Pictures:

CLEANING SUPPLIES ARE LOCATED IN THE SERVICE AREA OF THE KITCHEN - A KEY TO THE INSIDE KITCHEN DOOR IS PROVIDED TO ALL RENTERS FOR ACCESS TO THE CLEANING SUPPLIES, ICE MACHINE AND REFRIGERATOR.

Small Storage Closet - Kitchenette Side: 10 round tables on rack 2 rectangle tables - no rack Approx. 130 metal folding chairs on 3 racks	Large Storage Closet - E/W Rooms: 4 racks with 10 tables each = 40 rectangle tables Approx. 271 padded stackable chairs
--	---

DO NOT PLACE MORE THAN 8 CHAIRS ON EACH ROLLING CHAIR STAND. PLEASE MAKE SURE THOSE NOT ON A STAND ARE PLACED IN THE CLOSET FIRST, WITH THOSE ON ROLLERS AT THE FRONT OF THE CLOSET FOR THE NEXT PERSON TO USE.

Janitorial Service is available at a cost of \$65.00 per rented room to perform the task as indicated by an " * "above. Set up of tables and chairs is included in this fee when a diagram is provided