

CLEANING CHECKLIST

MAIN ROOM

YES *NO*

All chairs and tables have been cleaned and placed back on racks.

All trash cans have been emptied.

KITCHEN

All trash cans have been emptied.

All countertops have been cleaned.

No items have been left in refrigerator and/or freezer.

BATHROOMS

All trash cans have been emptied.

MISCELLANEOUS

All trash must be removed from the premises (center and outside grounds) and placed in dumpster. Key to dumpster is located in the mop closet. Please lock the dumpster and return key to the closet after use.

Parking lot must be picked up of any litter from event.

All AC/Heating units have been set to 80 for air conditioning or 68 for heat

All doors are locked.

All personal items have been removed.

All lights have been turned out.

<u>DATE/TIME:</u>	<u>INSPECTED BY:</u>	<u>COMMENTS: (WCC USE ONLY)</u>