

Checklist for Community Center Cleaning

(Cleaning supplies are in cleaning closet in kitchen)

_____ Empty all trash cans and put trash in black container located on the east side of the building.

_____ Sweep & mop all floors used.

_____ Clean restrooms: toilets, sinks, mirrors & countertops

_____ Clean kitchen: sinks, counters, appliances & floor

_____ Clean windows & glass doors as needed

_____ Vacuum rugs as needed

_____ Turn off all lights

_____ Check to see that all outside doors are securely locked