

Three Mile Community Center

Clean up check list

Wash down tables and chairs

Stack tables and chairs correctly on the designated carts

Sweep floor

Wet mop floor with clear water as needed

Remove all decorations and trash to the dumpster

Sweep foyer, wet mop if necessary

Vacuum all entry rugs

Pick up garbage/cigarette butts from the outside areas

Tidy restrooms –sweep floors and wet mop if needed; empty trash cans

Clean sinks and counters in the kitchen

Sweep and wet mop floor in the kitchen

Remove all your items from kitchen, including all food from refrigerator

Turn off and/or unplug all electronics

NO TACKS, PINS OR NAILS TO BE USED. IF ANY HOLES ARE PUT IN THE WALLS, THEN THE CLEANING/DAMAGE DEPOSIT IS AUTOMATICALLY FORFEITED, AND ANY CLEANING/DAMAGE FEES INCURRED WILL BE ASSESSED SEPERATELY.

NO OPEN FLAMES ANYWERE IN THE BUILDING.

****If no building attendant is on duty, then make sure that all lights are out and doors are locked and shut tight when leaving****