

Time for Post-Event Walk-Through:

Cleaning Checklist for Moffat County Facilities

Brooms, mops, and cleaning products are stored in the Mechanical Room of the Ice Arena

Walk-through with staff

An English speaking representative must be present for both Check In & Out Cleaning MUST be done within paid for rental time – otherwise you will charged an additional clean-up day fee (\$75.00)

((\$75.00)	
	Pick up trash and sweep up broken glass in parking lot. Put into dumpster. (Do this first, not scatter)	so wind does
	Clean up all trash inside the building(s), and put into dumpster.	
	Remove all staples and tape used in decorating. No glue allowed; No tape on Plexi-gla	ss
	WASH all TABLES and CHAIRS before folding up. Place against walls for staff to pic note any broken tables or chairs so repair work can be done to them)	k up. (Please
	Clean and scrape all gum off floors, walls and tables	
	Sweep and dust mop all floors (Arena, restrooms, entry ways, etc.)	
	Wet mop all of the above listed floors.	
	Restroom Cleanup: Wipe down all sinks, toilets and urinals. Clean toilet bowls and urinals.	nals. Mop the
>	We do not furnish ladders or extension cords	
×	DO NOT change or alter any electrical outlets or circuit breakers in any way!!	
A	DO NOT take anything out of the building(s), without approval from management!!	
×	All deposits will be held until after a thorough inspection by staff	
>	➤ If proper clean up is not done, a \$35.00/hour, per staff person fee will be deducted from damage deposit for clean up	
>	Make sure lights are turned off and facility is LOCKED before leaving	
>	Return key(s) to Facility Coordinator	
	I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULAT	IONS
SIGN	NED	
Time	te for Pre-Event Walk-Through: Lernnie Gillan 824-9107 offic	

629-8709 cell