



Cleaning Checklist for Moffat County Facilities

Cleaning supplies are stored in the east end maintenance room (ANC).

Brooms & mops are stored in storage closet by northwest corner of bldg., near piano (LUT).

- The hose for filling buckets is hooked to the hot water heater (ANC)
- Pick up trash and sweep up broken glass in parking lot. Put into dumpster.
(Do this first, so wind does not scatter it all over the grounds.)
- Clean up all trash inside the building(s), and put into dumpster.
- Remove all staples and tape** used in decorating. **No glue allowed**
- Wash all tables and chairs** before folding up. Do not put more than 14 tables on a cart.
(Please set aside any broken tables or chairs so repair work can be done to them)
- Clean and scrape all gum off floors, walls and tables
- Sweep and dust mop **all** floors (main floor, kitchen, restrooms, entry ways, concession rooms, office areas, etc.)
- Wet mop **all** of the above listed floors. Do not put any of the mats back down until floors are dry.
- Restroom Cleanup:** Wipe down all sinks, toilets and urinals. Clean toilet bowls and urinals.
Mop the floors.
- **Cleaning must be done within paid for rental time – otherwise you will be charged an additional clean-up day fee (\$50.00)**
- **We do not furnish ladders or extension cords**
- **DO NOT change or alter any electrical outlets or circuit breakers in any way!!**
- **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/staff person will be deducted from the damage deposit for clean up**
- **Make sure all facility doors are locked up before leaving**
- **Return key(s) to Facility Coordinator**

I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULATIONS

SIGNED _____

Date: _____