

# COMMUNITY ROOM CLEAN-UP LIST

The following items are to be completed. Cleaning supplies are located in the entry area south of the kitchen.

- \_\_\_\_\_ WIPE CHAIRS AND TABLES OFF
- \_\_\_\_\_ PLACE TABLES AND CHAIRS IN THEIR ORIGINAL PLACEMENT
- \_\_\_\_\_ SWEEP FLOORS (INCLUDING KITCHEN AND BATHROOMS)
- \_\_\_\_\_ MOP FLOORS (INCLUDING KITCHEN AND BATHROOMS) – use 3 oz. floor cleaner per bucket of hot water
- \_\_\_\_\_ CLEAN KITCHEN
- \_\_\_\_\_ TAKE TRASH TO DUMPSTER LOCATED SOUTHEAST OF THE BUILDING
- \_\_\_\_\_ REPLACE TRASHBAGS IN TRASH CANS
- \_\_\_\_\_ TURN SOUND SYSTEM OFF
- \_\_\_\_\_ CLEAN RESTROOMS
- \_\_\_\_\_ CLOSE WINDOWS
- \_\_\_\_\_ TURN OFF LIGHTS
- \_\_\_\_\_ LOCK DOORS (INCLUDING DOORS IN THE SOUTH ENTRY TO THE KITCHEN)