**Forest Park Community Building Cleaning Checklist**

**KITCHEN:**

\_\_\_ Sweep kitchen floor and wipe up any spills (broom in middle storage room area)

\_\_\_\_ Wipe down all counter tops

\_\_\_\_ Scrub kitchen sink

\_\_\_\_ If oven used, wipe down inside and out

\_\_\_ Empty garbage; Put out in dumpster in parking lot. Clean trash can, if necessary

**BATHROOMS:**

\_\_\_ Check toilets, sinks, mirrors. Wipe down if necessary

\_\_\_ Empty trash cans. Clean if necessary

\_\_\_ Sweep floors and wipe up any spots

\_\_\_ Turn off lights

\_\_\_ Leave restroom doors open

**OPEN AREA:**

\_\_\_Remove anything hung for occasion/including tape used to hang decorations

\_\_\_ Return chairs/tables to storage locations (leave out 4 tables)

\_\_\_ Turn down air conditioner to 80 degrees/turn down heat to 60 degrees

\_\_\_ Turn out lights

\_\_\_\_ Lock all doors upon exiting

Please initial each item indicating its completion. Return the key and this form to City Hall. If after inspection, this facility is found to be as stated satisfaction your deposit will be returned. If items within this facility are broken or not cleaned to specification you will forfeit your deposit.

We have this facility cleaned once a week so please leave it clean when you are finished with your event.

Thank you, we hope your event was a success and you enjoyed using this facility!

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_**

Community Building Renter Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Phone number

 ***TURN OUT LIGHTS & HEAT/AIR***

***WHEN LEAVING***

***(EXCEPTION: COLD WEATHER, LEAVE HEAT AT 55)***

**COUNTY HEALTH CODE REQUIRES**

**3 Compartments for Washing Dishes**

**1. WASH 2. RINSE 3. SANITIZE (Tub)**

If you would like to rent the park building for the same time next year, please leave your dates and contact information here:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All new paperwork and monies must be filled out and received by City Hall at least 2 weeks before your event or your dates will be cancelled. As always, feel free to call with any questions or concerns. 660-476-2631