

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.

W e h a v e t h i s f a c i l i t y c l e a n e d o n c e a w e e k s o p l e a s e l e a v e i t c l e a n
w h e n y o u a r e f i n i s h e d w i t h y o u r e v e n t .

T h a n k y o u , w e h o p e y o u r e v e n t w a s a s u c c e s s a n d y o u e n j o y e d
u s i n g t h i s f a c i l i t y !

Com m u n i t y B u i l d i n g R e n t e r Date

Ph o n e n u m b e r

T U R N O U T L I G H T S & H E A T / A I R

W H E N L E A V I N G

(E X C E P T I O N : C O L D W E A T H E R , L E A V E H E A T A T 55)

C O U N T Y H E A L T H C O D E R E Q U I R E S
3 C o m p a r t m e n t s f o r W a s h i n g D i s h e s
1 . W A S H 2 . R I N S E 3 . S A N I T I Z E (T u b)

I f y o u w o u l d l i k e t o r e n t t h e p a r k b u i l d i n g f o r t h e s a m e t i m e n e x t
y e a r , p l e a s e l e a v e y o u r d a t e s a n d c o n t a c t i n f o r m a t i o n h e r e :

A l l n e w p a p e r w o r k a n d m o n i e s m u s t b e f i l l e d o u t a n d r e c e i v e d b y
C i t y H a l l a t l e a s t 2 w e e k s b e f o r e y o u r e v e n t o r y o u r d a t e s w i l l b e
c a n c e l l e d . A s a l w a y s , f e e l f r e e t o c a l l w i t h a n y q u e s t i o n s o r
c o n c e r n s . 6 6 0 - 4 7 6 - 2 6 3 1