

CHECK LIST FOR CLEANING CIVIC CENTER BUILDING

PLEASE REMEMBER TO STACK PLASTIC CHAIRS SEPARATELY FROM CUSHION CHAIRS. THANK YOU!!!!!!!!!!!!!!!!!!!!!!

FUNCTION: _____ **DATE:** _____
PERSON/ORGANIZATION RESPONSIBLE: _____

- _____ Trash bagged and put in dumpster
- _____ Tables put up
- _____ Chairs put up
- _____ Floors swept and dirt picked up
- _____ Floors mopped
- _____ Women's restroom cleaned
- _____ Men's restroom cleaned
- _____ Kitchen counters cleaned
- _____ Kitchen sinks cleaned
- _____ Cold food counter cleaned
- _____ Refrigerator cleaned
- _____ Oven/Stove cleaned
- _____ Ice machine wiped clean
- _____ Thermostat adjusted properly
- _____ Lights turned off
- _____ Doors locked
- _____ Outside premises clean and free of litter
- _____ Decorations removed

COMMENTS OR ANY DAMAGES: _____

INSPECTED BY: _____