

**COMMUNITY BUILDING  
CLEAN-UP LIST**



**CITY OF STANLEY**

**MUST BE COMPLETED TO RECEIVE FULL DEPOSIT REFUND**

**AUDITORIUM:**

Floors Swept **AND** Mopped  
Vacuum Carpet – Including the Stairs  
Tables Scrubbed and Stacked  
Turn off Lights and Fans

**ALL** Garbage Removed  
Chairs Folded and Stacked  
Door Windows Clean

**KITCHEN:**

Clean and mop floor  
Counters wiped clean  
Clean Oven (if used)  
Sinks Clean  
Dishes Washed **AND** Returned to cupboards  
All food removed from refrigerator

**TURN OFF OVEN & STOVE!**

All Garbage Removed  
Grill Cleaned (if used)  
Coffee Pots Clean

**REST ROOMS:**

Take out all trash  
Sweep and mop floors  
Clean Mirrors

Turn off all lights  
Clean Sinks & Toilets (if necessary)

**HALLWAYS:**

Floor Vacuumed **AND** Cleared of ALL Trash

**GENERAL PREMISES:**

Parking Lot Cleared of **ALL** Trash  
Take all trash out and dispose of properly  
Clean outside whiskey barrel ashtrays (if necessary)

Walks Cleared of Trash & Debris  
Grass Area Cleared of Trash

**ALL INTERIOR GARBAGE CANS EMPTIED**

**ALL TRASH BAGS REMOVED FROM PREMISES & DUMPED IN OUTSIDE DUMPSTER!!!**

\*Some cleaning duties may not be required depending on the amount of use the building received (i.e. mopping, cleaning toilets, etc). A *minimal* amount of after-event cleaning can be done by Community Building staff without losing your deposit.

DATE INSPECTED: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

Description of work by City of Stanley Maintenance

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