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)

HALL WAYS:
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 EMTIED
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

City of Stanley
P.O. Box 53 Stanley, ID 83278
Tel: 208.774.2286 / Fax: 208.774.2278
www.stanley.id.gov