

Checklist For Community Center Gym (Renter)

Use this check list when doing your cleanup after your event. If there are any problems or questions, discuss them with the Building Monitor. If the building is not left as it was found, clean, and free from damage, the deposit will not be returned.

- _____ Pick up all trash in the gym, hallway, restrooms, and outside areas, including parking lots. Trash bags must not be left on the premises; they may be thrown in the dumpster located east of the swimming pool. All trash containers must be emptied at the end of the rental. **New trash bags must be placed in all trash receptacles.**
- _____ Clean chairs.
- _____ Return all equipment, chairs, etc. to its proper location. (Plastic chairs under stage, metal chairs on racks on stage, etc.)
- _____ Sweep all floors (gym, hallway, restrooms). **Do not use large dust mop brooms on any wet areas.** Dry the area first or use the other brooms. (Ask Building Monitor.)
- _____ Thoroughly clean the restrooms (toilets, sinks, mirrors).
- _____ Remove any scuff marks from the gym floor. (Use stick with tennis ball on end.)
- _____ Mop the floors using the mop and mop bucket that are set up exclusively for the gym floor. (Ask Building Monitor to show you.) **The special mop bucket solution must be changed when it starts to get dirty or there will be film over the entire floor. It will probably need to be changed at least 6 times.** Be sure that all spills, dirty areas, and sticky areas have been thoroughly cleaned.
- _____ Sweep, clean, and mop stage (if used).
- _____ Remove all personal possessions; remove all rented items (tables, chairs, etc.) or stack them in an appropriate area which has already been cleaned. (Ask Building Monitor.)
- _____ Return cleaning equipment / materials to proper location.