

Resident Check List for Clean-Up

- _____ Remove all beverages and food.
- _____ Remove all trash, garbage and other debris from Community Center. Take all trash with you.
- _____ Remove any cigarette butts from outside area.
- _____ Turn out all lights and make sure **ALL DOORS and WINDOWS are LOCKED.**
- _____ All chairs and tables are to be wiped clean
- _____ Kitchen area and appliances are to be cleaned. (stove top, oven, microwave, refrigerator and counters.)
- _____ Both restrooms are to be cleaned.
- _____ Floor is to be swept and mopped.
- _____ All decorations must be removed.
- _____ Turn the air-conditioner up to 80 degrees in hot weather before leaving.
- _____ Turn the thermostat down to 64 degrees in cold weather before leaving.

ALL STREET PARKING MUST BE ON ONE SIDE OF THE STREETS.

Enjoy the use of the building. Please leave it the way you found it.

The community building will be inspected after your event, before your \$50.00 deposit is refunded.

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