



CLEANING CHECK-OFF LIST

- _____ Floors must be swept, and damp mopped.
- _____ Tables must be cleaned and placed against the walls.
- _____ Chairs must be put away.
- _____ All decorations must be removed.
- _____ Restrooms must be left clean and tidy, and all trash removed.
- _____ Trach must be picked up from the yard.
- _____ All food must be removed from the refrigerator in kitchen.
- _____ Kitchen counter tops and sink must be clean.
- _____ Garbage and trash must be bagged, tied securely and placed in outside trash cans or taken away.
- _____ The kitchen cans must be left empty and relined.

Please make sure all outside doors are locked

If you find the facility or restrooms are not clean, report it BEFORE your function. If it is not reported, we assume that you found it clean and you will be responsible for leaving it clean. You will forfeit your cleaning deposit if the building is not left clean.

We want every user to find this facility clean. So, thanks for your help. This is your meeting room. Take pride in it and try to leave it cleaner than you found it.

Thank you,

The City of Rosebud

Please print the name of person on rental agreement.
