

PACIFIC TOWN HALL COMMUNITY ROOM AND KITCHEN

CLEAN UP CHECKLIST

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GENERAL:

- Wipe down tables, chairs and return to original places. Wipe down any additional tables and chairs used and return to storage (do not slide on floor)
- Vacuum carpeted areas
- Remove trash from premises in large trash can (extra bags in bottom of can)

KITCHEN:

- Wipe down counters, stovetop, oven, refrigerator, microwave, tables and chairs
- Sweep kitchen floor
- Remove ALL food and other items brought in
- Remove trash (you must take all trash with you) – Note: DO NOT pour grease or coffee grounds down the sink
- Check that oven and stovetop are turned off
- Verify coffee machine and other small appliances are unplugged and cleaned
- Silverware, dishes and glasses that were used must be cleaned and returned to the cabinet/drawer(s) they came from

REST ROOMS:

- Empty trash baskets and take trash with you
- Check toilets and sink to ensure that none are left running
- Wipe down sink areas

OUTSIDE PROPERTY:

- Pick up any litter and materials left by your group

FINAL CHECK:

- Remove all trash from building (take it with you)
- Complete walk through with facility coordinator
- Review and sign completed checklist

FACILITY COORDINATOR'S NOTES: \_\_\_\_\_

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\_\_\_\_\_  
Renter/Responsible Party signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Coordinator

\_\_\_\_\_  
Date