

RIDGEWAY PARK RECREATION HALL

CLEAN-UP CHECK LIST

Kitchen:

- ✓ Sink
- ✓ Counter tops
- ✓ Refrigerator – clean inside and out
- ✓ Stove top
- ✓ Oven
- ✓ Sweep floor
- ✓ Mop floor
- ✓ Trash to dumpster

Dining Room:

- ✓ Tables – clean and return to storage
- ✓ Chairs – clean and return to storage
- ✓ Remove all decorations
- ✓ Counter top
- ✓ Sweep floor
- ✓ Mop floor
- ✓ Trash to dumpster

Lobby:

- ✓ Chairs – return to original placement
- ✓ Remove all decorations
- ✓ Sweep floor
- ✓ Mop floor

Bathrooms:

- ✓ Sinks
- ✓ Toilets
- ✓ Mirrors
- ✓ Sweep floors
- ✓ Mop floors
- ✓ Trash to dumpster

Gymnasium:

- ✓ Dust mop gymnasium floor
- ✓ Spot clean spills
- ✓ Damp mop entire floor (do not use excessive amounts of water)
- ✓ Trash to dumpster

Meeting Rooms:

- ✓ Tables – clean and return to storage
- ✓ Chairs – clean and return to storage
- ✓ Vacuum carpeted area
- ✓ Trash to dumpster

BEFORE LEAVING THE BUILDING:

- *Close all windows**
- *Turn off all air conditioners**
- *Turn off all heaters**
- *Turn off all lights**