



QUARTZSITE COMMUNITY CENTER

Cleanup Checklist

THE MAIN AREAS

- Floors swept and clean
- Chairs wiped clean and stacked on carts, and placed orderly in the storage room
- Tables wiped clean and stacked neatly and orderly in the storage room
- Doors securely shut
- All garbage placed in the trash containers
- All lights turned off

THE KITCHEN AREA

- Floor swept and mopped
- Nothing left on countertops
- All countertops and cabinets wiped clean
- Sink cleaned and rinsed
- Stovetop and oven wiped clean from spills and debris
- No food left in refrigerator, freezer, cupboards or pantry
- Refrigerator wiped clean (inside, outside, handles, shelves, drawers, and doors)
- All garbage placed in trash containers
- All lights turned off

RESTROOM AREAS

- Floors clean from debris (sweep and mop if necessary)
- Walls and mirrors clean from any markings
- All garbage placed in trash containers
- All lights turned off

ENTRANCE, PARKING LOT AND GROUNDS

- No visible signs of use (walkways, surrounding landscaped areas, and parking lot clean from debris, etc.)
- All garbage placed in trash containers
- Entrance doors closed and locked