

**Clean up procedures: For Community Center:**

**Auditorium:**

Take down: **Wipe tables** off and put away-Six Foot long tables racks are under stage. (If you use Portable Bars- wipe down and return to storage area in back)

**Round tables** taken off floor two people- lock cart wheels- then pivot table on cart. **11** -Six-foot rounds to a table cart- put in Chamber room

**Chairs (Grey)** Stack on racks (first five inside angle iron no more than 30 high. **Brown chairs** stack in Chamber room (by Office) stacks 10

**Auditorium:** Is to be dust mopped and entire floor wet mopped - trashed out- wipe down walls (**wet mopping floor do 2 squares at a time scrape off gum- empty bucket – refill bucket with fresh water either by buckets** from sink or outside bib hose off patio. **Vacuum mats** by doors.

**Stage** – Dust mop and wet mop- wipe down front of stage

**Front doors:** windows washed - & hose down entrance if sticky empty outside trash cans in front and off Banquet room.

**Large restrooms** trashed out and floor swept/mopped-make sure toilets are not plugged. **Trash out sanitary napkin holders** This includes back restrooms by kitchens. Wash mirrors.

**Closing Hall:**

**Return Thermostats to 80 in summer & 55 degrees in winter.**  
**Be sure all doors are secured - Shut off all lights. You may drop key in my mailbox after securing front doors.**

**Kitchens:** Trashed out, floor swept & mop – counter tops wiped down- stove& steam tables wiped off- Dishes (If used must be washed & placed on racks. )

**Banquet room:** Stack tables & Chairs (Vacuum) Trash out.

**Bathrooms:**Trash out –wipe down sink & mirrors & wash floors- all rest rooms rented.

**Chamber room:** used as storage keep orderly

**MUST CLEAN UP OUTER AREA'S -PATIO AND GRDS /PARKING LOT- EMPTY FRONT ENTRANCE GARBAGE CAN/PATIO/BANQUET HOSE OFF ENTRANCE AND PATIO-**