

COMMUNITY CENTER - CLEANING CHECKLIST

Date of Event: _____ ☐ **West Side** ☐ **Civic Center**

Renter/Organization: _____

GENERAL AREAS / LOBBY / HALLWAYS

- [] Dust & wipe surfaces, counters, ledges
- [] Disinfect high-touch areas (doorknobs, switches, handrails)
- [] Empty trash & replace liners
- [] Clean windows, glass doors, mirrors
- [] Remove personal items or decorations
- [] Sweep & Mop floors

MAIN EVENT SPACE / MEETING ROOMS

- [] Wipe tables, chairs, podiums
- [] Return furniture to original setup
- [] Remove trash & replace liners
- [] Sweep & Mop floors

KITCHEN / CATERING AREA

- [] Clean & disinfect counters & sinks
- [] Wipe appliance exteriors
- [] Empty trash & recycling
- [] Remove leftover food items
- [] Sweep & Mop floors

RESTROOMS

- [] Disinfect sinks, faucets, & counters
- [] Clean toilets, urinals, stalls
- [] Empty trash & replace liners
- [] Wipe mirrors & polish fixtures
- [] Sweep & Mop floors

OUTDOOR AREAS / ENTRYWAYS (if applicable)

- [] Sweep entrances
- [] Empty exterior trash cans
- [] Remove debris/litter
- [] **Turn off all Heat/AC**

Signature: _____

Inspected By: _____ Date Completed: _____