

CLEANING INFORMATION AND REQUIREMENTS

✓ **CLEANING SUPPLIES, TOILET PAPER, PAPER TOWELS, GARBAGE BAGS** are located in the **MECHANICAL ROOM**

✓ **A KEY BOX CONTAINING keys for dispensers, sound system, fire alarm/extinguishers etc is located on the east wall of the MECHANICAL ROOM -**

AFTER USE PLEASE RETURN ANY KEYS USED FROM THIS BOX TO ITS ORIGINAL LOCATION IN THE BOX

- **WASH TABLES AND CHAIRS** (*Place in the north storage room*) (*Please stack chairs no higher than 8 chairs*)
- **SWEEP/DUST ALL FLOORS - DAMP MOP HEAVILY SOILED AREAS WITH CLEAR WATER**
- **VACUUM CARPETED AREAS (including stage, if used) AND RUGS**
- **REMOVE ALL GARBAGE**
 - ✓ PLEASE REMOVE ALL GARBAGE IMMEDIATELY FOLLOWING THE END OF YOUR EVENT
 - ✓ *PLACE IN DUMPSTER BEHIND THE BUILDING*
- **BATHROOMS - DAMP MOP, IF NECESSARY - MAKE SURE ALL TOILETS ARE FLUSHED AND GARBAGE REMOVED BEFORE LEAVING**
- **CLEAN KITCHEN - PLEASE DO NOT LEAVE ANYTHING IN THE COFFEE MAKER, REFRIGERATORS OR OVENS!**
- **UNLOAD DISWASHER**
- **LOCK ALL EXTERIOR DOORS & MECHANICAL ROOM**
- **TURN OFF & UNPLUG SOUND SYSTEM - LOCK CABINET**
- **RETURN THE BUILDING KEYS TO THE CITY OFFICE LOCATED AT 508 MAIN AVENUE**
 - ✓ **REPORT ANY PROBLEMS AND/OR DAMAGE TO THE CITY OFFICE 785.3602**
 - ✓ **AFTER HOURS, PLEASE CALL RENAE JAGER AT 881.3831**



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