

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, thermostat controls 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 AND ALONG THE **SOUTH WALL** – STACK **TABLES** ALONG THE **NORTH WALL**)
- **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 SHARI LAYMAN (605)-520-4605**



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