



THE CITY OF

JARRELL

CLEANING CHECK LIST & TABLE/CHAIR LAYOUT

The following list must be completed before your deposit is returned to you. If any items are not completed, a portion of your deposit will be kept, as outlined below. *Please remember to treat and to leave the building as if you were the next renter. We are at a lower price than many other community centers and would like to continue to provide that for all. Thank you!*

<p style="text-align: center;"><u>KITCHEN</u></p> <ul style="list-style-type: none"> ○ Wipe all counters with bleach/water ○ Wash dishes and clean sinks ○ Wipe out microwave ○ Remove all of your items from refrigerator ○ Sweep/mop floors with warm water ONLY ○ Take all garbage to the commercial dumpsters 	<p style="text-align: center;"><u>DINING AREA</u></p> <ul style="list-style-type: none"> ○ Wipe all tables and chairs down ○ Sweep/mop floor with arm water ONLY ○ Take all garbage to the commercial dumpsters ○ Wipe glass doors down inside/out ○ Set up tables/chairs according to the chair /table map (attached)
<p style="text-align: center;"><u>RESTROOMS</u></p> <ul style="list-style-type: none"> ○ Wipe all counters ○ Flush all toilets and wipe down ○ Take garbage out to the commercial dumpsters 	

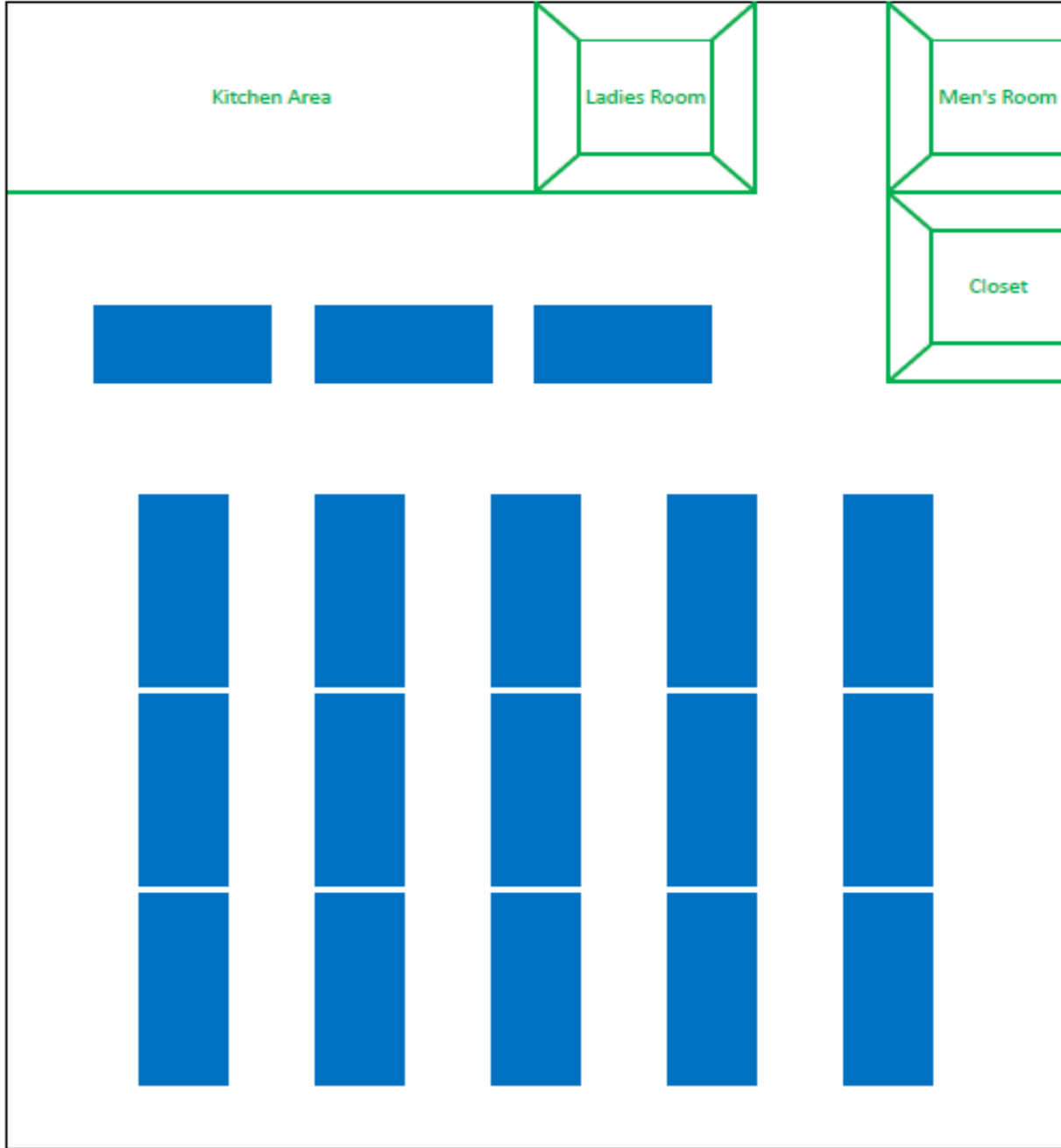
Turn off all lights, lock all doors, return the key to the drop box at City Hall

Below is a cost breakdown for each of the listed things above if they are not completed:

Unreturned key: \$100.00	Floors: \$100.00	Tables/chairs: \$50.00	Garbage: \$20.00
Counters: \$10.00	Glass doors: \$10.00	Refrigerator/microwave: \$10.00	



COMMUNITY CENTER TABLE LAYOUT



*** ALL CHAIRS WILL NEED TO BE SET UP AND PUSHED UNDER THE TABLES**

