

**DUNN COMMUNITY CENTER CLEANING
CHECK LIST**

_____ Do a walk through with the maintenance person (check on the over all condition of facility and where every thing is placed).

Restrooms

_____ Pick up trash.

_____ Sweep or mop floors when needed.

Function Area

_____ Vacuum entire area

_____ Empty trash cans and replace bags (use the dumpster in front of the Library to deposit the trash).

_____ Mop linoleum area when needed.

Kitchen Area

_____ Clean counters and sink

_____ Sweep and Mop floor when needed.

FOLLOW UP PROCEDURE

_____ Do a follow up walk through with maintenance person (check for damages; and, if they are responsible for cleaning the facility, make sure it is done right).

_____ If there is a problem or something is damaged, write down the situation on the maintenance check list sheet

_____ Make sure everything is put back the way you found it (toys, games, equipment etc...).

_____ **Make sure all windows are closed, lights are shut off, and doors are locked securely before you leave.**

_____ **We checked everything on the list and all is back the way we found it.**

Signature _____

If there is a problem, call Joe Seltzer at 610-587-3186

Damages: