



## **Nevada City Parks & Recreation Nevada City Veteran's Memorial Building Cleaning Checklist**

This is a community building. Fees are kept low by expecting each person and group who uses the building to be good stewards and clean up after their use. The City only cleans the building once each week. Keep in mind that the way you leave the building is how the next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.

### **GENERAL CLEANING CHECKLIST**

- ✓ Put all chairs and tables back to their appropriate spaces.
- ✓ Wipe up any spills on tables, chairs and floors.
- ✓ Sweep & mop floors.
- ✓ Remove all decorations, string and painters tape that was used to hang decorations. **ONLY USE PAINTERS TAPE TO HANG DECORATIONS – NO SCOTCH OR DUCT TAPE!**
- ✓ Empty recycling containers – place in the recycling bin outside.\*
- ✓ Cardboard should be broken down flat and placed in the recycling bin outside.\*
- ✓ Empty trash cans, take garbage outside to Gray garbage bins.\*
- ✓ Close and lock ALL windows and doors.
- ✓ Turn off all inside lights. Outside lights can be left on for safety.
- ✓ If you use any rocks to prop open doors, please leave those inside the building, in a location that does not cause a tripping hazard.

### **KITCHEN CLEANING CHECKLIST**

- ✓ Wipe off stove burners
- ✓ Wipe off tray under stove burners
- ✓ Wipe out stove – remove any food scraps or spills
- ✓ Clean counter tops and sinks
- ✓ Clean any spills on cabinets or walls
- ✓ Remove all food from the refrigerator. Wipe up any spills. Unplug the refrigerator and leave door open.
- ✓ Remove food from the oven & turn off the gas.
- ✓ Sweep & mop floor
- ✓ Empty garbage.\* If items miss the bag and spill into the garbage can, wipe out garbage can.

\* If garbage or recycling bins are full, renters must remove the bags from the facility. Leaving bags, boxes, etc. next to bins will result in the loss of your cleaning deposit.

Please be sure to clean all areas that were used by your group to insure that you will be refunded your cleaning deposit. Brooms, extra garbage bags, etc. are located in the broom closets. Thank you for your cooperation.