

MUNICIPAL CENTER CLEANING CHECKLIST

DINING HALL *

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| <input type="checkbox"/> WIPE DOWN/ DISINFECT TABLES | <input type="checkbox"/> CLEAN COFFEE POTS |
| <input type="checkbox"/> RETURN TABLES BACK TO ORIGINAL SPOT | <input type="checkbox"/> CLEAN OUT TEA POT |
| <input type="checkbox"/> PLACE CHAIRS BACK ON THE TABLE | <input type="checkbox"/> WIPE DOWN COUNTERS |
| <input type="checkbox"/> SWEEP THE ENTIRE HALL | <input type="checkbox"/> WIPE DOWN MICROWAVE |
| <input type="checkbox"/> MOP THE ENTIRE HALL | <input type="checkbox"/> SHUT OFF FANS/ A.C. UNITS/ LIGHTS |
| <input type="checkbox"/> CLEAN SINK IN THE KITCHENETTE | |

KITCHEN *

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|--|---|
| <input type="checkbox"/> WIPE DOWN ALL COUNTERTOPS | <input type="checkbox"/> REFILL ICE TRAYS |
| <input type="checkbox"/> WIPE DOWN PREP TABLES | <input type="checkbox"/> CLEAN OUT SINK DRAINS |
| <input type="checkbox"/> CLEAN ALL BURNERS OF STOVE | <input type="checkbox"/> CLEAN UNDER THE SINK TRAP INTO GARBAGE BIN |
| <input type="checkbox"/> CLEAN GRILL TOP & GREASE TRAP | <input type="checkbox"/> WIPE DOWN INSIDE OF DISINFECTANT WASHER |
| <input type="checkbox"/> CLEAN INSIDE OF OVEN | <input type="checkbox"/> EMPTY OUT TRASH CANS |
| <input type="checkbox"/> EMPTY FRIDGE OF ALL BELONGINGS | <input type="checkbox"/> SWEEP ENTIRE KITCHEN AND UNDER PREP TABLES |
| <input type="checkbox"/> DISINFECT ALL PLATES/ CUPS/ CUTLERY | <input type="checkbox"/> MOP ENTIRE KITCHEN |
| <input type="checkbox"/> RETURN ALL EQUIPMENT TO WHERE THEY BELONG | <input type="checkbox"/> RETURN GARBAGE BINS OUTSIDE |
| | <input type="checkbox"/> TAKE GARBAGE WITH YOU |

BATHROOMS *

- BE SURE SINKS & TOILETS ARE NOT OVERFLOWING OR RUNNING
- CLEAN SINKS AND TOILETS
- TAKE OUT TRASH AND REPLACE LINER
- SWEEP AND MOP FLOORS

UTILITY CLOSET

- BROOMS RETURNED PROPERLY
- MOPS RINSED OUT AND HUNG OVER SINK OR MOP BUCKET
- MOP BUCKET EMPTIED
- CLEANING SUPPLIES RETURNED PROPERLY

BEFORE LEAVING

- MAKE SURE STOVE FAN AND LIGHT ARE OFF
- MAKE SURE ALL LIGHTS ARE TURNED OFF
- MAKE SURE ALL FANS AND A.C UNITS ARE OFF
- CLOSE WINDOWS IF OPENED
- ALL DOORS LOCKED (INTERIOR & EXTERIOR)
- KEY RETURNED TO TOWN CLERK

ITEMS TO BE SURE TO BRING

- DISH SOAP
- SPONGES
- DRYING TOWELS
- PAPER TOWELS
- ALUMINUM FOIL / PLASTIC WRAP
- FOOD STORAGE CONTAINERS

- **BE SURE TO USE SIMPLE GREEN FOR CLEANING**