Recreation Center Party Checklist

PRE-EVENT

_____ DO NOT USE glitter or confetti. NO TACKS or tape that will remove paint.

_____ If Balloons are used you are responsible for removal of ones that float.

_____ Turn on BOTH AC/Heating Units up to 1 hour before if needed.

_____ DO NOT open windows and keep doors shut when units are in use.

POST EVENT All cleaning supplies are located under the sink or in the storage area.

_____ Neatly stack chairs in 2 ROWS. Long tables on one side and short tables on the other side.

_____ Sweep and Mop Floors (Vinegar & Dawn or Vinegar & Bleach) Use hot water from kitchen faucet. But do not empty bucket into kitchen sink.

_____ Wipe down counter tops and all other surfaces.

_____ Use Windex or foam cleaner on the windows.

_____ All trash must be taken with… do not leave in property cans.

_____ Please check, clean and mop restrooms. Lock the doors (unless guards are on duty when you leave)

_____ Turn off BOTH AC/Heaters before leaving.

_____ Check that all sliding doors are locked. (door lock is in upward position, foot lock down)

_____ Turn off all lights and fans

_____ Set Alarm with code sent to you (unless guards are on duty)

_____ Return keys before midnight to the lockbox.

Date & Sign _____