

# Facility Usage Cleaning Requirements

**NOTE:** The dumpster is located by the bus area on the side of the building closest to Campbell's Towing. Brooms/mops should be located in the pantry of main building and custodial closets of the Youth and Children's Building.

## Classrooms/Breakfast Room

- ☐ Sweep
- ☐ Spot mop
- ☐ Arrange furniture to the way it was upon arrival
- ☐ Remove all trash from ALL used rooms and take out to the dumpster

## Foyer

- ☐ Sweep
- ☐ Spot mop
- ☐ Arrange furniture to the way it was upon arrival
- ☐ Remove all trash and take to the dumpster

## Bathrooms

- ☐ Sweep
- ☐ Spot mop
- ☐ Wipe counter top
- ☐ Remove trash and take to the dumpster
- ☐ Check each stall for messes made during your event

## Youth Building

- ☐ Sweep
- ☐ Spot mop
- ☐ Arrange furniture to the way it was upon arrival
- ☐ Remove all trash from all used rooms (including bathrooms) and take out to the dumpster
- ☐ Check bathrooms for messes
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event

## Children's Building

- ☐ Sweep
- ☐ Spot mop
- ☐ Arrange furniture to the way it was upon arrival
- ☐ Remove all trash from all used rooms (including bathrooms) and take out to the dumpster
- ☐ Check bathrooms for messes
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event

## Playgrounds

- ☐ Clean up any trash from your event and take to the dumpster
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event

## Upward Fields

- ☐ Clean up any trash from your event and take to the dumpster
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event

## Sanctuary

- ☐ Sweep
- ☐ Spot mop
- ☐ Straighten chairs
- ☐ Remove all trash and take out to the dumpster
- ☐ Check bathrooms for messes
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event

## Kitchen

- ☐ Sweep
- ☐ Spot mop
- ☐ Put all kitchen utensils back in proper places
- ☐ Remove all trash and take out to the dumpster
- ☐ Remove ALL of the supplies, food, or other things that you brought in for your event. Do not leave your leftovers in the refrigerator unless you put a label on them with your name.