

CLEAN-UP PROCEDURES FOR COMMUNITY CENTER

MAIN FLOOR: Dust mop, then damp mop (2oz. cleaning liquid per
bucket of water)
Shake dust mops out, outside

Rinse out wet mops in cold water, hang to dry

Tables and chairs wiped down, stored properly
(table top side up – 12 tables per cart)

All decorations removed, including tape and staples, on
walls, tables and floors

KITCHEN: Sweep floor then wet mop entire floor

Counter tops, appliances, sinks wiped down

RESTROOMS: Papers picked up from floor

Toilets Flushed

BACKROOM: Floor swept then damp mopped

ALL TRASH TAKEN OUTSIDE TO DUMPSTER

Recycling bins behind building

Break cardboard down, place in shed

TAKE PRIDE IN YOUR COMMUNITY CENTER

