

FACILITY CLEAN UP CHECK LIST

Check which facility you have rented:

<input type="checkbox"/> Maxwell Hill Community Center	<input type="checkbox"/> Freedom Park Shelter #1
<input type="checkbox"/> Maxwell Hill Shelter	<input type="checkbox"/> Freedom Park Shelter #2
<input type="checkbox"/> New River Park Shelter #1	<input type="checkbox"/> New River Park Shelter #3
<input type="checkbox"/> New River Park Shelter #2	

Checklist for Maxwell Hill Community Center

- Stack clean tables behind the stairs in an orderly manner
- Place all chairs on rack
- Sweep floor and spot mop if necessary
- Dispose of all trash in receptacle bin behind building
- Clean kitchen counters and prep table
- Wipe stove and make sure it is **turned off**
- Make sure the back door is securely closed
- Check bathrooms
- Turn off lights in kitchen and main room
- Lock front door (use key to do so)

Signature & comments :

Checklist for Shelters:

- Place all trash in receptacles
- Make sure the charcoal is out before leaving (do not place hot coals in trash cans)
- Restrooms are in good order
- Turn off restroom lights
- Lock restrooms
- Wipe tables
- Floor is clean
- Remove decorations *(do not use staples or nails anywhere at the shelter)
- Lock shelter with chain(s) and lock(s) provided

Signature & comments:
