



Camas Community Center Cleaning Checklist

Complete a walk-through after your event. Indicate with a checkmark that you completed the required service or indicate that the area does not apply by marking "NA" in the following areas:

- Garbage, debris and recyclables are picked up from inside and outside the facility, sealed in plastic bags, and deposited in dumpsters. Trash can liners are replaced.
- Furnishings are returned to their original location including chairs, tables, rugs and trash cans. The Reception Room is the only room that has tables/chairs set up at all times. A set-up diagram is posted on the wall. If you remove tables/chairs from this room, please put them back prior to vacating the facility.
- Tables and chairs are clean and properly stored. Decorations are removed.
- Carpets are vacuumed and wood floors are swept. Clean up spills and excess dirt.
- Kitchen countertops and sinks are wiped down and clean. Microwave/refrigerator/oven emptied and cleaned of all food spills.
- Kitchen floors are clean (swept and mopped with clean hot water) and janitorial equipment is returned to original location.
- Personal belongings are removed from the facility.
- Lights are turned off, the heater/AC is turned off and all doors are locked and secured.
- Clean off counters in restrooms. Flush all toilets and urinals.

After satisfactory inspection of the facility, the Security Deposit paid by credit card will be refunded within 10 days. Cash and check deposits will be refunded within 30 days. Damages to facility and/or equipment will be based upon repair or replacement costs. If costs exceed Security Deposit an invoice will be submitted for the remaining charges. Failure to properly clean the facility will result in a loss of your Security Deposit. **For emergencies, please call 696-0777.**

I have completed a walkthrough of the facility and performed tasks stated above. Everything has been left in good order. By our signatures below, we acknowledge the cleanliness and condition of the facility and equipment after the rental group activity.

Renter signature: _____

Date: _____

