PROCEDURES FOR CLEANING THE BUILDING AFTER AN EVENT

1. KITCHEN IS TO BE FULLY CLEANED (including appliances)

AND EMPTIED OF ALL FOOD AND DRINK ITEMS.

1. COLLAPSIBLE TABLES ARE TO BE FOLDED AND STORED ON RACKS IN STORAGE ROOM. TWO ADJUSTABLE TABLES ARE TO REMAIN IN BOARD ROOM. PUSH LARGE WOODEN TABLES AND SMALL TABLES TO THE SIDES OF THE MAIN ROOM ADDITION. DO NOT SLIDE SMALL TABLES OR LARGE BENCHS ON FLOOR.
2. ALL FOLDING CHAIRS ARE TO BE PLACED ON RACKS AND STORED IN STORAGE ROOM ACCORDING CHART HANGING FROM CEILING. 12 WHITE CHAIRS ARE STORED IN BOARD MEETING ROOM. 10 WHITE CHAIRS ARE STORED IN OUTSIDE SHED.
3. FLOORS ARE TO BE SWEPT AND CLEANED OF ANY SPILLED LIQUID. SWEEP OUTDOOR PORCH AREAS IN MUDDY WEATHER. WET MOPS ARE NOT TO BE LEFT DIRTY.
4. ALL TRASH MUST BE REMOVED FROM THE BUILDING AND TAKEN WITH YOU. TRASH RECEPTACLES ARE TO BE FITTED WITH CLEAN BAGS (located on shelf next to oven). ALL ASHTRAYS ON OUTSIDE OF BUILDING NEED TO BE SAFELY EMPTIED. ANY CIGARETTE BUTTS IN PARKING LOT NEED TO BE PICKED UP.
5. BATHROOMS ARE TO BE WIPED DOWN AND TREATED ACCORDING TO THE “CLOSING PROCEDURE” INSTRUCTIONS.

$100/200 DEPOSIT WILL BE REFUNDED FOLLOWING AN EVENT UPON SATISFACTORY INSPECTION BY A BUILDING MANAGER