

# Northside Park Fieldhouse Cleaning Checklist

<b>BATHROOMS (2 bathrooms in the upper fieldhouse)</b>	
Scrub toilets as needed	
Wipe down toilets using spray cleaner and paper towel	
Empty trash (consolidate with other bathroom)	
Wipe down mirrors with glass cleaner and paper towels	
Wipe down sinks, railings, door handles	
Sweep and Mop Bathroom Floor	
<b>MAIN ROOM – NO CLEATS ALLOWED</b>	
Sweep or shake entry mats	
Sweep and Mop Floor <b>Blue Dust Sweeper:</b> may be used to quickly pass through entire facility. Shake dust mop after a few passes to ensure it collects the majority of the dirt, debris etc. <b>Spot Mop:</b> Available to spray and mop small spills. <b>Full Mop:</b> If a lot of foot traffic (i.e. event greater than 10 persons) full mop floor (after full sweep) using mop bucket, pine sol and warm water. PLEASE WRING OUT MOP HEAD to “dry mop” the floor. Do not use excess water as it will damage floors.	
Walls Wipe down any spills or fresh markings using spray and towel.	
Remove any decorations and tape from walls / windows. <i>Nails &amp; tacks are NOT PERMITTED</i>	
Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed.	
<b>TABLES &amp; CHAIRS</b>	
Wipe down all tables and chairs as needed	
Return all tables and chairs to SW side of building	
Tables stacked neatly against wall	
Chairs returned neatly to chair racks	
Sweep table/chair room	
<b>GARBAGE</b>	
Clean up all trash inside and around the building	
Consolidate trash to reduce wasting trash bags	
Take all trash out to black dumpster (near shed at entrance to parking lot)	
Replace all garbage cans with new bags	