Northside Park Fieldhouse Cleaning Checklist

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 MAIN ROOM — NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS Wipe down all tables and chairs to SW side of building Tables stacked neatly against wall Chairs returned neatly to chair racks Sweep table/chair room GARBAGE 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)	BATHROOMS (2 bathrooms in the upper fieldhouse)
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 MAIN ROOM — NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Scrub toilets as needed
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 MAIN ROOM — NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Wipe down toilets using spray cleaner and paper towel
Wipe down mirrors with glass cleaner and paper towels Wipe down sinks, railings, door handles Sweep and Mop Bathroom Floor MAIN ROOM – NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
Wipe down sinks, railings, door handles Sweep and Mop Bathroom Floor MAIN ROOM — NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
Sweep and Mop Bathroom Floor MAIN ROOM – NO CLEATS ALLOWED Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
Sweep or shake entry mats Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS Wipe down all tables and chairs to SW side of building Tables stacked neatly against wall Chairs returned neatly to chair racks Sweep table/chair room GARBAGE 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)	Sweep and Mop Bathroom Floor
Sweep and Mop Floor Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	MAIN ROOM – NO CLEATS ALLOWED
Blue Dust Sweeper: 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. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Sweep or shake entry mats
mop after a few passes to ensure it collects the majority of the dirt, debris etc. Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Sweep and Mop Floor
Spot Mop: Available to spray and mop small spills. Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Blue Dust Sweeper: may be used to quickly pass through entire facility. Shake dust
Full Mop: 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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	mop after a few passes to ensure it collects the majority of the dirt, debris etc.
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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
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. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	· · · · · · · · · · · · · · · · · · ·
Walls Wipe down any spills or fresh markings using spray and towel. Remove any decorations and tape from walls / windows. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	, , , , , , , , , , , , , , , , , , ,
Wipe down any spills or fresh markings using spray and towel. Remove any decorations and tape from walls / windows. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
Remove any decorations and tape from walls / windows. Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Walls
Nails & tacks are NOT PERMITTED Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	
Benches/Window Sills Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	· · · · · · · · · · · · · · · · · · ·
Wipe down any spills or fresh markings using spray and towel, sweep benches as needed. TABLES & CHAIRS 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 GARBAGE 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)	Nails & tacks are NOT PERMITTED
TABLES & CHAIRS 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 GARBAGE 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)	Benches/Window Sills
TABLES & CHAIRS 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 GARBAGE 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)	
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 GARBAGE 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)	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 GARBAGE 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)	TABLES & CHAIRS
Tables stacked neatly against wall Chairs returned neatly to chair racks Sweep table/chair room GARBAGE 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)	Wipe down all tables and chairs as needed
Chairs returned neatly to chair racks Sweep table/chair room GARBAGE 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)	Return all tables and chairs to SW side of building
Sweep table/chair room GARBAGE 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)	Tables stacked neatly against wall
GARBAGE 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)	Chairs returned neatly to chair racks
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)	Sweep table/chair room
Consolidate trash to reduce wasting trash bags Take all trash out to black dumpster (near shed at entrance to parking lot)	GARBAGE
Take all trash out to black dumpster (near shed at entrance to parking lot)	Clean up all trash inside and around the building
	Consolidate trash to reduce wasting trash bags
Poplace all garbage cans with now bags	Take all trash out to black dumpster (near shed at entrance to parking lot)
neplace all galbage calls with flew bags	Replace all garbage cans with new bags