



MERRY JEFFRIES COMMUNITY CENTER

CLEANING CHECK LIST

299 South Second Street, Williamsburg, KY 40769

Dial 9 to get out, 606-549-6072

TURN THIS LIST IN WITH THE KEY and SIGN IT!!!

Done?	I AM RESPONSIBLE FOR:	Comments
<input type="checkbox"/>	Did you... Leave the tables set up with the chairs on top of the tables? Extra tables and chairs can be stacked IN THE ROOM BY HANDICAP RESTROOM ONLY, WATCH THE WALLS. Please DO NOT put any chairs or tables in the computer room (room with window by door.) Again watch the walls when stacking.	
<input type="checkbox"/>	Did you... Clean the Kitchen thoroughly? Clean all dishes, countertops, appliances. Remove all items from the refrigerator. Sweep and mop the kitchen floor and wipe down any spills that may be on the walls.	
<input type="checkbox"/>	Did you ... Sweep and Mop all the floors downstairs and upstairs in the loft too? Please do not leave any tracked dirt or spills on the floor.	
<input type="checkbox"/>	Did you ... Empty all the garbage cans? Replace with clean bags, which are in the cabinets, just look. Take all your bagged garbage to the city containers in the parking lot.	
<input type="checkbox"/>	Did you... Clean all 3 restrooms? Wash all the sinks, commodes and mirrors. Check for any spills, sweep and Mop floors if needed.	
<input type="checkbox"/>	Did you ... Take down every piece of tape that you used to decorate with? DO NOT LEAVE ANY PAINTERS TAPE anywhere.	
<input type="checkbox"/>	NOTE: All the cleaning supplies for the kitchen are in the kitchen. All the cleaning supplies for the restrooms are in the cabinets in the restrooms with the can liners.	
<input type="checkbox"/>	Did you ... Do a walk-through of the entire facility inside and out? Check the grounds outside for decorations or garbage too. Is it completely clean and ready for the next renter to come in?	
<input type="checkbox"/>	Did you ... Turn all the lights off and lock all the doors?	
<input type="checkbox"/>	<p>DID YOU ... LEAVE THIS FACILITY EXACTLY THE WAY YOU WOULD WANT IT TO LOOK IF YOU RENTED?</p> <p>By Signing I Agree that facility is totally cleaned and I am turning in my key, and I request my refund to be mailed asap.</p> <p>SIGN AND DATE HERE:</p> <hr/>	

