

Town of Dyer Plum Creek Center

Clean up Checklist

Goal: Leave the building as you found it.

✓ if completed

- _____ Place all trash in the supplied trash cans
- _____ Pick up larger items from the floor and put them in the trash
- _____ Take trash out to dumpster in the parking lot and put new bags in each trash can (kitchen & washroom cans too)
Please remove bags from their cans outside in case of leaks!
- _____ Wipe down the tables and chairs
- _____ Wipe down serving counter
- _____ Wipe down kitchen counters, stove top and microwave
- _____ Wash microwave plate
- _____ Wash any utensils from the facility that you used and return to the drawer
- _____ **Vacuum** all visible crumbs and debris (in the hall, washrooms and kitchen)
- _____ Dump out coffee pots and wash – make sure to run clean water through the pots
- _____ Wipe up any spills (including in the refrigerator or freezer)
- _____ Clean out & wipe down the kitchen sink and strainers (there is no trash compactor, throw debris in trash)
- _____ Take down umbrellas from deck tables if they were used and put in storage room
- _____ Turn off lights (except for one above interior double doors, also leave switch on for deck exterior lights)
- _____ Secure and lock all EXTERIOR doors to building (if staff is not present when leaving)

EVERYTHING SHOULD BE CONSIDERED AS NECESSARY UNLESS TOLD OTHERWISE BY SITE SUPERVISOR. ANY ABOVE ITEM NOT COMPLETED IS REASON FOR DENIAL OF THE CLEAN UP AND DAMAGE DEPOSIT.

Note: Any extra clean utensils or ice may be left at the facility for future users if desired.

BELOW TO BE COMPLETED BY STAFF:

Rate how clean up was completed: _____ satisfactorily _____ unsatisfactorily

Was there any damage done to the facility by the renter or renter's guests? _____ Yes _____ No

Comments:

X _____
Dyer Parks and Recreation Staff

Assuming clean up of facility is satisfactory and there was no damage done to the facility the Park Board will consider acting on your refund at their _____ meeting. If approved, a check will be put in the mail the following day.