



## **Nevada City Parks & Recreation Seaman's Lodge Cleaning Checklist**

This is a community building. Fees are kept low by expecting each person and group who uses the building to be good stewards and clean up after their use. The City only cleans the building once each week. Keep in mind that the way you leave the building is how the next renter is going to find it. If you have any questions about where to find cleaning supplies, please ask in advance of your use.

### **GENERAL CLEANING CHECKLIST**

- ✓ Put all chairs and tables back to their appropriate spaces.
- ✓ Wipe up any spills on tables, chairs and floors.
- ✓ Sweep & mop floors – Water ONLY.
- ✓ Remove all decorations, string, etc. that was used to hang decorations.
- ✓ Empty recycling containers and place in the dumpster outside.\*
- ✓ Cardboard should be broken down flat and placed in the dumpster outside.\*
- ✓ Empty trash cans, take garbage outside to dumpster.\*
- ✓ Turn off all lights and fans.
- ✓ Close and lock ALL windows and doors.
- ✓ Close all outside shutters.

### **KITCHEN CLEANING CHECKLIST**

- ✓ Remove all food from the refrigerator and oven. This includes bags of ice. Wipe up any spills inside the refrigerator and freezer.
- ✓ Wipe off stove burners
- ✓ Wipe off tray under stove burners
- ✓ Wipe out stove – remove any food scraps or spills
- ✓ Clean counter tops and sinks
- ✓ Clean any spills on cabinets or walls
- ✓ Turn off gas to oven (all knobs and switches)
- ✓ Sweep & mop floor
- ✓ Empty garbage.\* If items miss the bag and spill into the garbage can, wipe out garbage can.

**\* All garbage and recycling must be removed from the facility and placed in the appropriate dumpster. If either dumpster is full the renter must dispose of the garbage and/or recycling on their own. Garbage & recycling may not be left on the ground next to the dumpster.**

Thank you for your cooperation.