

Community Use Cleaning Checklist

| CLASSROOMS (If applicable) | RENTERS INITIALS | SUPERVIORS INITIALS |
|--|-----------------------------|--------------------------------|
| Classrooms need to be returned to original order | | |
| Floors are vacuumed | | |
| Teacher white boards left as they were | | |
| Garbage cans are empty | | |
| Lights are turned off | | |

| AUDITORIUM (If applicable) | RENTERS INITIALS | SUPERVIORS INITIALS |
|--|-----------------------------|--------------------------------|
| Stage is cleaned off of any garbage and swept | | |
| Seat aisles have been walked through garbage is cleaned up | | |
| Auditorium has been vacuumed | | |
| Garbage cans are empty | | |
| Lights are turned off | | |

| FOYER (If applicable) | RENTERS INITIALS | SUPERVIORS INITIALS |
|--------------------------------|-----------------------------|--------------------------------|
| Floors have been vacuumed | | |
| Garbage cans have been emptied | | |
| Lights are turned off | | |

| CAFETERIA (If applicable) | RENTERS INITIALS | SUPERVIORS INITIALS |
|--|-----------------------------|--------------------------------|
| Tables have been cleaned off, ones used have been washed | | |
| Floors are swept and mopped | | |
| Garbage cans have been emptied | | |
| Lights are turned off | | |

| GYM (If applicable) | RENTERS INITIALS | SUPERVIORS INITIALS |
|------------------------------|-----------------------------|--------------------------------|
| Floors have swept and mopped | | |
| Garbage can have been empty | | |
| Lights are turned off | | |

| Bathrooms (Supervisors will clean, renter will verify) | RENTERS INITIALS | SUPERVIORS INITIALS |
|---|-----------------------------|--------------------------------|
| Stall and sinks have been cleaned | | |
| Floors have been swept and mopped | | |
| Garbage cans have been empties | | |
| Lights will turn off automatically | | |

All items must be checked and verified by both the renter and the supervisor
Fill out only what is applicable to your event