

CLEAN-UP PROCEDURES FOR
COMMUNITY CENTER

MAIN FLOOR: Dust mop, then damp mop (water & Murphy's Oil Soap)

Shake out dust mops outside

Rinse out wet mops in cold water, hang to dry

Tables and chairs wiped down, stored properly
(tables top side up)

All decorations removed, including tape and staples, on
Walls, tables and floors

KITCHEN: Sweep floor then wet mop entire floor

Counter tops, appliances, sinks wiped down

RESTROOMS: Papers picked up from floor

Toilets Flushed

ALL TRASH TAKEN OUTSIDE TO DUMPSTER

Recycling bins behind building

Break cardboard down, place in shed

TAKE PRIDE IN YOUR COMMUNITY CENTER