



City of Safety Harbor Parks and Recreation
Cleaning Checklist for Community Center

Updated May 2021

Arrival Time: _____ **Staff Initials:** _____ **Renter Initials:** _____

RENTAL ROOM

Sweep & mop floors as needed.
Empty trash and take out to dumpster. See Facility Attendant for new liners... Please be sure to double bag.
Blue Recycling bins are available on site – please do NOT confuse them for Trash receptacles.
Remove all decorations and tape. *No tape permitted on the floors.*

STORAGE ROOMS

Store, clean, and sanitize all equipment correctly.
Chairs pads facing in – all one direction & 6 per row on rack.
8 Ft. tables - legs facing down on rack.
Round tables – all facing same direction on rack.

KITCHEN

Sweep & Mop floors as needed.
Clean sinks/counters/ oven and microwaves as needed.
Return Ice scoop to holder on wall to the right of machine.
Turn Oven off.
Remove all items brought in. Remember your food and beverages from the refrigerator.
Empty trash & take out to dumpster. See Facility Attendant for New liners... Please be sure to double bag.
Blue Recycling bins are available on site – please do NOT confuse them for Trash receptacles.

RESTROOMS

Empty trash & take out to dumpster.
Flush ALL Toilets & Urinals.
Pick up all trash.
Clean & wipe down sinks.

MISCELLANEOUS:

Clean parking lot and outside patios as needed.

As per our Policies Governing Usage of Facilities contract...

Prior to vacating the facility after an event, the renter must check-out with the facility attendant. The facility attendant will perform a walk- through of the facility and will address any items that need to be taken care of prior to the renter leaving along with turning off all lights.

Renter Signature: _____ Date: _____

Facility Attendant Signature: _____ Date: _____

Comments: _____

Departure Time: _____ **Staff Initials:** _____ **Renter Initials:** _____

Office Use Only:

Rental Evaluation processed: Date: _____ Initial: _____ Damage Deposit processed: : Date: _____ Initial: _____