



Cleaning Checklist for Moffat County Facilities

This building is under 24-hour observation – Set-up must be done within paid for rental time – otherwise you will be charged an additional set-up day fee (\$50.00)

Cleaning supplies are stored in the east end maintenance room

Any propane powered cooking devices (BBQ) must be used outdoors only

- ☐ Pick up trash and sweep up broken glass in parking lot. Put into dumpster.
(Do this first, so wind does not scatter it all over the grounds.)
- ☐ **DO NOT attach any decorations with tacks, nails, glue, tape, etc.**
3-M Removable Hooks are recommended
- ☐ Clean up all trash inside the building(s), and put into dumpster
- ☐ **Wash all tables and chairs** before folding up. Do not put more than 14 tables on a cart.
(Please set aside any broken tables or chairs so repair work can be done to them)
- ☐ Clean and scrape all gum off floors, walls and tables
- ☐ Sweep and dust mop **all** floors (main floor, kitchen, restrooms, entry ways, concession rooms, office areas, etc.)
- ☐ The hose for filling buckets is hooked to the hot water heater. Wet mop **all** of the above listed floors.
Do not put any of the mats back down until floors are dry.
- ☐ **Restroom Clean-up:** Wipe down/clean all sinks, toilets and urinals. Empty trash. Mop the floors.
 - **If proper clean-up is not done, ½ of the damage deposit will be retained.** All deposits will be held until after a thorough inspection by staff
 - **We do not furnish ladders or extension cords**
 - **DO NOT change or alter any electrical outlets or circuit breakers in any way!!**
 - **DO NOT take anything out of the building(s), WITHOUT approval from management!!**
 - **Turn off lights and lock all facility doors before leaving**
 - **Return key(s) to Facility Coordinator**

I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULATIONS

SIGNED _____

Date: _____

On-Call Phone #:
(970) 814-6636
Kyler Scott, Manager
(970) 326-5206