



Cleaning Checklist for Moffat County Facilities

Walk-through with staff

An English speaking representative must be present for both Check In & Out

This building is under 24 hour observation – Set-up/Cleaning must be done within paid for rental time – otherwise you will be charged an additional clean-up day fee (\$75.00)

- If you have any spills during your event, please wipe up with paper towel IMMEDIATELY
- 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.)
- Clean up all trash inside the building, and put into dumpster.
- Take down all decorations
- Wash all tables and chairs** (Staff will fold up and restack tables & chairs)
- Kitchen cleanup: (Renters need to provide their own dishwashing liquid)**
Wash, dry and store all dishes and silverware used; Empty refrigerator and wipe it out; Clean stovetop and oven; Clean coffee urn; Wash off all tables and counter tops
- **NO tape, staples, tacks, glue, etc. allowed anywhere.**
- **All methods of hanging decorations must be preapproved (3M Removable Hooks are recommended)**
- **NO Roller Skating and/or Skateboarding**
- **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!!**
- **All deposits will be held until after a thorough inspection by staff**
- **If proper clean up is not done, an additional \$35.00/hour/staff person will be deducted from the damage deposit for clean up**

I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULATIONS

SIGNED _____

Date: _____

Time for Pre-Event Walk-Through: _____

Time for Post-Event Walk-Through: _____

Bill Sixkiller, Manager
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