



# 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 set-up/clean-up day fee (\$75.00)**

- 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.)
- Take down all decorations
- Clean up all trash inside the building, and put into dumpster.
- Wipe down all tables used. Restack tables & chairs on carts in storage area.
- Restroom clean-up:** Check all stalls for any “issues”; Wipe down/clean all sinks, toilets and urinals. Empty trash. Sweep/Mop the floors.
- Kitchen clean-up: (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.
- Mop up any spills and sweep floor. Mops & bucket are in the closet by the men’s restroom. The bucket can be filled w/hose on the hot water heater. The broom is kept in the table storage area.

➤ **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**

- **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!!**
- **Turn off lights and lock all facility doors before leaving**

**I HAVE READ AND FULLY UNDERSTAND THESE RULES AND REGULATIONS**

SIGNED \_\_\_\_\_

Date: \_\_\_\_\_

Kyler Scott, Manager

Time for Pre-Event Walk-Through: \_\_\_\_\_

(970) 824-5708 office

(970) 326-5206 cell

Time for Post-Event Walk-Through: \_\_\_\_\_

(970) 814-6636 on-call