



# Cleaning Checklist for Moffat County Facilities

Brooms, mops, and cleaning  
products are stored in the  
Mechanical Room of the Ice Arena  
**Walk-through with staff**

An English speaking representative must be present for both Check In & Out  
**Cleaning MUST be done within paid for rental time – otherwise you will charged an additional 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)
- Clean up all trash inside the building(s), and put into dumpster.
- Remove all staples and tape used in decorating. No glue allowed; No tape on Plexi-glass**
- WASH all TABLES and CHAIRS** before folding up. Place against walls for staff to pick up. (Please note 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 (Arena, restrooms, entry ways, etc.)
- Wet mop **all** of the above listed floors.
- Restroom Cleanup:** Wipe down all sinks, toilets and urinals. Clean toilet bowls and urinals. Mop the floors.
- **We do not furnish ladders or extension cords**
- **DO NOT change, alter or tamper with 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, a \$35.00/hour, per staff person fee will be deducted from damage deposit for clean up**
- **Make sure lights are turned off and facility is LOCKED before leaving**
- **Return key(s) to Facility Coordinator**

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

SIGNED \_\_\_\_\_

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

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

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

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