

City Hall: 515-279-3662 (8am-4:30pm)
Direct: 515-645-6821 (office)
Cell: 515-423-8547
Police non-emergency: 515-277-4453
Emergency: 911



WINDSOR HEIGHTS COMMUNITY & EVENTS CENTER
Building Cleaning Check List

Directions:

- Renters please complete all of the cleaning requirements found on this checklist.
- All cleaning supplies are located in the custodial closet across from the restrooms.
- Please slide the completed form under the door of the office.

Renter Name: _____

Date of Event: _____

Start time: _____

End time: _____

Space rented: Full Space 2/3rd Side 1/3rd Side

Facility Space	Cleaning Requirements
<p style="text-align: center;"><u>Main Room</u></p> <p><i>Tables positioned according to diagram provided, with 8 chairs per table.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Remove all personal items <input type="checkbox"/> Sweep and mop floors completely removing all stains and debris <input type="checkbox"/> Vacuum entrance rugs at each door <input type="checkbox"/> Table tops wiped clean <input type="checkbox"/> Chairs cleaned of spills & food <input type="checkbox"/> All chairs placed upside down on tables <input type="checkbox"/> All tables moved to appropriate location <input type="checkbox"/> Return rectangular tables, podium, AV cords to storage room <input type="checkbox"/> Remove garbage to dumpster on east side of building <input type="checkbox"/> Place new liners in all trash cans and recycling cans
<p style="text-align: center;"><u>Catering Kitchen</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Clean out refrigerator-remove all items and wipe spills <input type="checkbox"/> Wipe down Microwave- inside and outside <input type="checkbox"/> Wipe down coffee machine and clean pots <input type="checkbox"/> DRAIN WATER from Dishwasher (<i>instructions found in the green binder</i>) <input type="checkbox"/> Clean Oven of spills and splatters inside and out <input type="checkbox"/> Remove all garbage (dumpster located east of building) <input type="checkbox"/> Place a new garbage bag liner in all trash cans and recycling cans <input type="checkbox"/> Wipe all counter space <input type="checkbox"/> Sweep and mop floor
<p style="text-align: center;"><u>Concession Kitchen</u></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Clean out refrigerator-remove all items and wipe spills <input type="checkbox"/> Wipe down Microwave & coffee machine <input type="checkbox"/> Clean popcorn machine if used <input type="checkbox"/> DRAIN WATER from Dishwasher <input type="checkbox"/> Clean Oven of spills and splatter <input type="checkbox"/> Remove all garbage (trash cans east of building) <input type="checkbox"/> Place a new garbage bag in trash cans <input type="checkbox"/> Wipe all counter space <input type="checkbox"/> Sweep and mop floor

<u>Women & Men Restroom</u>	<input type="checkbox"/> Remove all trash and place new liner in trash receptacle <input type="checkbox"/> Sweep and mop floors of all debris and stains <input type="checkbox"/> Restock toilet tissue <input type="checkbox"/> Clean all mirrors, counters and sinks <input type="checkbox"/> Clean each toilet completely
<u>Storage Room</u>	<input type="checkbox"/> Return all tables and chairs to appropriate position <input type="checkbox"/> Confirm 2 Mics are returned to basket <input type="checkbox"/> Confirm VGA & adapters are returned to basket <input type="checkbox"/> Podium is returned to storage room <input type="checkbox"/> Sweep floor

Please refer to custodial closet for appropriate cleaning materials required for each space.

Signature: _____ Date: _____

Comments: _____

Windsor Heights Facility Agreement states:

Renter agrees to clean the Facility after event, to satisfactory condition, in the sole discretion of the City. Renter agrees to follow the cleaning checklist provided in order to confirm all cleaning requirements have been met. The Facility will be inspected after each rental to ensure the Facility has been returned to the proper condition.

Renter acknowledges, in the instance of agreeing to clean the CEC, if all cleaning requirements outlined on the cleaning checklist have not been performed in a manner as to bring the Facility to satisfactory condition, the Windsor Heights contracted cleaning company will be dispatched to clean the building at the Renter's expense. A minimum fee of \$50.00 will be collected from the damage deposit and is not in conjunction with any other fees specific to any other damages incurred. Reference the Fee Schedule for required cleaning options.

