

## **Spring Lake Township List of Clean-Up Responsibilities**

### **Meeting Room**

- Wipe down all tables and chairs.
- Return tables and chairs to their original configuration in closet. Please put 10-12 chairs on rollers and put in last.
- Remove all decorations, signage, etc. including any tape on tables or pins in panels.
- Clean any spills or soiled areas on carpet (use water and rag only).
- Vacuum the carpet.

### **Hallway and Restrooms**

- Empty bathroom trash bins and replace bags (new bags found in bottom of trash bin).
- Make sure all toilets/urinals are flushed.
- Mop/sweep hallway.

### **Kitchen**

- Remove all items from refrigerator, freezer, sink and microwave wipe down interior and exteriors.
- Wipe down the refrigerator interior and exterior.
- Clean all counter-tops and sink.
- Mop/sweep kitchen floor.
- Close rolling service doors.
- Empty all trash containers and replace bags. Place bags in the dumpsters located in the Town Hall parking lot. Empty recyclables into bin and throw empty bag in trash.
- Clean any spills or soiled areas.

### **Outdoors**

- Remove any refuse left on the veranda or lawn.
- Clean up any smoking materials not disposed of in the proper receptacles.
- Remove all decorations, signage, etc.

IF ANYTHING IS DAMAGED OR WAS DAMAGED, PLEASE LET COORDINATOR KNOW.