

Highland Facility Cleanup Check List

KEEP A COPY TO USE AS REFERENCE WHEN USING FACILITY

See attached form for Facility Rental Fees

All trash taken out – including outside trash receptacles if full.

Floors swept: Gym floors swept BEFORE and AFTER use; remove cans, cups, and other garbage from underneath bleachers, clean bleachers, sweep gym floor and spot-mop all spills (use wet mop on spilled drinks) or mop as needed. Commons floor swept; spot-mop all spills (use wet mop on spilled drinks) or mop as needed.

Turn off all lights, including score clock lights, if using.

Bathrooms cleaned: wipe and disinfect counters, sinks, urinals; toilets flushed and lid cleaned inside and outside; mop under toilets and urinals; feminine boxes emptied; mirrors cleaned if needed; garbage removed and disposed; lights out; doors locked

Mops and buckets should be rinsed and supplies returned to appropriate areas.

Table tops washed and tables put back and ready for daily use.

Kitchen—Clean any countertops and sinks used with disinfectant, wash dishes and set back by dishwasher! District food service employee must be present for kitchen use.

Carpets should be vacuumed as needed. Sweep outside entrance area as needed.

Make sure everyone is out of the building and set alarm, if applicable.

All doors should be locked and checked for ‘rocked-open doors’.

Return keys to office.

Return signed form: _____

Printed name: _____

Keep a copy of this form for your reference.