

# Cross Creek Rec Center Cleaning List

- The key you use to unlock the front door also unlocks the storage closet (where the tables and chairs are- behind the arcade games) and the door to the upstairs.
- The vacuum cleaners, broom and Swiffer (for mopping) should be in the smaller storage closet to the right of the stairs if they are not in the large storage room. Spray cleaners and Swiffer mopping sheets are under the kitchen sink.
- DO NOT use a wet mop on the laminate floors- use the Swiffer with the Swiffer Wet cloths (under the sink) and discard the Swiffer Wet Cloth after use.
- DO NOT use any cleaners to wipe down the TV screen (if dirty). Use a dry, soft cloth.
- Clean any spills on the laminate floor as soon as they occur. Do not let liquids (including water) sit on the floor for any period of time.
- Clean any spills on the counter as soon as they occur as they may stain the grout.

## BEFORE LEAVING:

- Check all walls to ensure there are no food spills or grime and no holes or scuff marks. Report any damage immediately.
- Remove all tape fragments from the walls. You may not use tacks or nails when decorating.
- Wipe clean the mirrors, glass doors, front of oven and refrigerator.
- Vacuum all carpets and remove spots and stains.
- Sweep the laminate floors before using the Swiffer mop to mop the floors.
- Clean the kitchen countertops and stovetop.
- Wipe out interior of oven and microwave (if used)
- Empty all garbage containers and wastebaskets and replace with new liners. *All garbage must be taken home with you!* Garbage can liners are on top of the fridge or in the drawers next to it.
- Wipe out kitchen sink and faucets/handles when finished with the kitchen.
- PLEASE wipe down all tables and chairs before returning to storage. Do not put them away dirty.
- Bathroom toilets, floors and sink are to be cleaned.
- Outside grounds, especially the entrance, are to be picked up (no cigarette butts or trash).
- Unplug the arcade games & television. (These are not to be moved)
- Return foosball tables, air hockey and Ping-Pong table to their original position. The pool table must be covered (if used)
- Make sure all outlet covers have been replaced
- Ensure ALL doors and windows are locked. This includes the doors that go from the bathrooms outside to the pool- curiosity seems to unlock them at events!
- Ensure all lights are turned off (including bathroom lights).
- Please turn down thermostat to 55 degrees

*Please notify us if supplies are running low or if something is missing.*

*Thank you for helping keep our facility looking new!*