

To-Do List for Cleaning of KR Community Center after Renting (within 3 days of rental)

1. Remove all refuse from buildings and grounds.

- This includes all trash, garbage, compost, recyclables.
- Use the “Pack it in; pack it out” principle.

2. Floors:

- Dust mop, sweep, or wet mop.
- Note: The bathrooms have separate cleaning supplies and the bathroom mop bucket is red.

3. Kitchen

- Wash dishes and empty dishwashers
- Put away dry dishes, utensils, etc.
- Inspect plates, glasses for chips, and put aside.
- Clean sink
- Clean counters
- Clean stovetop
- Turn off stove fan (listen to be sure it is off)
- Clean inside oven
- Wash towels

4. Bathroom

- Clean sinks
- Clean counters
- Empty Trash
- Wash towels

5. Refrigerator

- Do not leave anything in the refrigerator or the freezer

6. Laundry

- Wash, dry and return soiled kitchen and bathroom towels, kitchen cloths, tablecloths, napkins, etc.
- Laundry baskets are provided for your convenience

7. Cleaning Materials

- Return all cleaning materials to proper closets, cabinets.

8. Building

- Turn off Ceiling fans
- Heating/Air conditioner - Leave setting at posted temperature.
- Turn off Lights
- Close and lock all windows and doors