

Baxter Community Building

CLEANING CHECKLIST

The following items are to be completed per contract. Cleaning supplies are in the entry area south of the kitchen and under both sinks.

- _____ WIPE OFF CHAIRS AND TABLES

- _____ PLACE TABLES & CHAIRS IN THEIR ORIGINAL PLACEMENT (DIAGRAM INSIDE CLOSET DOOR)

- _____ SWEEP FLOORS (INCLUDING KITCHEN & BATHROOMS)

- _____ MOP FLOORS (INCLUDING KITCHEN & BATHROOMS) USE ONE PUMP CLEANER PER BUCKET OF HOT WATER. HOT WATER FAUCET IS LOCATED ON SOUTH SIDE OF KITCHEN ISLAND. KEY FOR HOT WATER FAUCET IS LOCATED ON MOP BUCKET. DISPOSE OF WATER OUT BACK DOOR.

- _____ CLEAN KITCHEN

- _____ TAKE TRASH OUT TO DUMPSTER LOCATED SOUTHEAST OF THE BUILDING

- _____ REPLACE TRASH BAGS IN TRASH CANS

- _____ CLEAN BATHROOMS (SUPPLIES ARE UNDER KITCHEN SINKS)

- _____ TURN OFF LIGHTS

- _____ CLOSE WINDOWS AND LOCK ALL DOORS (INCLUDING DOORS IN SOUTH ENTRY TO KITCHEN)