

SIGA FUNMAKER COMMUNITY CENTER

FACILITY RENTAL MAINTENANCE/CLEAN-UP CHECKLIST

Before the Applicant leaves the facility at the conclusion of the scheduled activity, this checklist must be completed by the applicant, inspected and signed by either the facilities General Manager, or Security/Maintenance Personnel. Failure to complete this checklist completely and leave the building in its original condition may result in suspension of building use.

<u>Completed</u>	<u>Task</u>
_____	All non-recyclable garbage must be placed in CLOSED garbage bags
_____	All garbage bags must be placed in the on-site dumpster or removed from the facility by the applicant
_____	All recyclable materials must be placed in the appropriate on-site containers or removed from the facility by the applicant
_____	All floors must be swept and/or mopped and left free of garbage, spills, stains, etc.
_____	All countertops/tabletops must be wiped down and left free of garbage, spills, stains, etc.
_____	If the kitchen is used, all appliances and equipment must be wiped down, left free of garbage, spills, stains, etc. and in WORKING order – any damage MUST be reported to the General Manager and/or Security/Maintenance personnel immediately
_____	If used, all kitchen utensils, cookware, etc. must be washed/dried and put away
_____	Applicant must leave the facility in its original condition

Applicant Signature: _____ Date: _____

Personnel Signature: _____ Date: _____

Additional Comments: