

ENCLOSED SHELTER CLEANING CHECKLIST

___ All trash cans must be emptied, new liners replaced, and hauled to the dumpster (the dumpster key is on the same ring as the shelter key).

**Liners are in the drawers under the sink.

___ Tables and chairs must be wiped down.

___ Restrooms should be generally cleaned. Trash picked up, floors swept, and sinks wiped down.

___ Reposition Tables and Chair and other equipment to their original placement.

___ All Decorations inside and outside should be removed.

___ Sweep, Dust and Damp Mop (if needed) the floors and wipe away any spills.

___ All windows must be closed and if necessary, wiped down.

___ All shelter doors including the bathroom doors (inside the Shelters) must be locked when you leave.

___ Fridge and freezer must be emptied and if necessary, wiped down.

___ Sink must be cleared out and if necessary, wiped down.

___ Counters must be wiped down.

___ All personal possessions must be removed from the space.

___ All lights must be turned off.

OPEN SHELTER CLEANING CHECKLIST

___ All trash cans must be emptied, new liners replaced, and hauled to the dumpster (the dumpster key is on the same ring as the shelter key).

___ If power is used, please turn off, relock.

*****If anything on this list is not completed, your deposit will NOT be returned to you**

*****If you encounter any problems, please call _____ (_____, Public Works on Call) or 608-785-5944 (Dispatch)**