

**OAKLEY CITY PARKS & RECREATION
BUILDING CLEANING LIST
CATTLEMAN'S HALL, CITY HALL, RED BARN**

These are community buildings. Fees are kept low by each person and group who uses the building to be good stewards and clean the building after they use it. Keep in mind that you may be the person following someone else and you would expect the building to be clean. The City will have cleaning supplies available for your use.

General Cleaning Checklist

- Remove all decorations, strings, and painters tape used to hang decorations *Only painters tape may be used to hang decorations. Use of scotch, duct tape, or nails may result in forfeiting your deposit.*
- Wipe up any spills on tables and chairs
- Put all chairs and tables back in their holders/carts and put away.
- Mop any spills on main area floors
- Dust mop all floors, except carpet
- Carpet and rugs must be vacuumed
- Empty all trash cans and put new liners in them.
- Trash must be put **IN** the blue dumpsters. If dumpsters are full, it is the renters responsibility to remove the trash from the facility. ***FAILURE TO DO SO WILL RESULT IN FORFEITURE OF DEPOSIT.***
- Turn heat down to 65 degrees in the winter. Up to 78 degrees in the summer
- Close and lock all doors and windows
- Turn all inside lights off

Kitchen cleaning list

- Remove all food from the refrigerator and freezer (including ice). All spills must be wiped up.
- Wipe off stove tops including under burner trays
- Wipe out oven, cleaning up any spills and food debris
- Clean and wipe off all counter tops, cabinets, and walls
- Clean, wipe down and polish sinks (there should be no food particles left in sinks)
- Put any equipment you use back where it came from
- Sweep and mop floors, empty trash, and put in new liners

Bathrooms

- Wipe off sinks and clean mirrors
- Clean toilets
- Sweep and mop floors, empty trash, and put in new liners

If upon entering building, you notice a problem, please call and report it. Take pictures. We want to ensure the buildings meet your expectations and do not want to charge you for something you didn't do. We value any comments, bad or good. We are always looking and trying to improve.

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