

Town of Barnstable **BARNSTABLE RECREATION**

JOHN GLEASON Recreation Director

141 Bassett Lane, Hyannis, MA 02601





COMMUNITY BUILDING CLEANING CHECKLIST

Renters Name: _____ Date of event: _____

Start time:	End Time:
Space renter (circle):	West Barnstable: Large Room Small Room Centerville: Large Room Basement
FACILITY SPACE	CLEANING/CLOSING REQUIREMENTS
MAIN ROOMS/ BATHROOMS	 Remove all personal items from the building Sweep floors of all debris Wiped out spills on the floor Table tops wiped down Chairs wiped down of spills & food All tables and chairs moved back to appropriate location Remove all trash from the facility Place new trash liner in all trash barrels Close all windows Clean chalkboard (if applicable) Lock door of the facility
CLEANING SUPPLIES	 Broom/Dust Pan Dry mop Mop Trash Bags Centerville: All supplies will be located in supply closet West Barnstable: All supplies will be located near the bathroom or supply cabinet in the basement

End Time: _____

Signature: _____