



Town of Barnstable
BARNSTABLE RECREATION

JOHN GLEASON
Recreation Director

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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	- o Remove all personal items from the building - o Sweep floors of all debris - o Wiped out spills on the floor - o Table tops wiped down - o Chairs wiped down of spills & food - o All tables and chairs moved back to appropriate location - o Remove all trash from the facility - o Place new trash liner in all trash barrels - o Close all windows - o Clean chalkboard (if applicable) - o Lock door of the facility
CLEANING SUPPLIES	- o Broom/Dust Pan - o Dry mop - o Mop - o 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

Signature: _____ End Time: _____