

Pool Event Clean-up Check List

- Pick up all trash, including trash along pool fence, and place in totes. Please make sure totes have liners in them. *If garbage leaks through liners and soils the totes, or if you remove a full liner and allow attendees to throw trash in totes without a liner, please hose them out so they are left clean.*
- Pick up any trash in restrooms. Gather trash from both bathrooms and place in larger tote.
- Replace tote liners with clean ones and return to original locations.
- Replace liners in bathroom waste baskets.
- Use Clorox Wipes to wipe off bathroom toilets, urinal and sinks. Please remember to lift up toilet seats and clean there as well. Flush urinal. Use Windex Wipes on mirrors. Use paper towels to dry all.
- Sweep bathrooms.
- Take sealed bagged trash to curb for pick-up.
- Hose off outdoor tables and chairs.
- Hose off entire pool deck including area under roof.
- Hose off concrete areas outside pool entrance gate and other concrete areas at front of community center if event attendees have used those areas.
- Use Windex Wipes to wipe off any fingerprints on the windows of community center (pool side) as well as fingerprints on outside of all community center doors.
- Lower all umbrellas and tie close, straighten pool deck chairs/chaises, and set all chaises to same upright back settings.

Clorox Wipes, Windex Wipes, paper towels, latex gloves, and tote and waste basket liners can be found in the plastic carrier located at _____

Community Center Event Clean-up Check List

- Wipe off chairs and return them to storage closet.
- Use Clorox Wipes on bathroom toilet (please lift seat and clean) and sink and dry with paper towels.
- Use Windex Wipes on any glass/mirror surfaces that have finger prints or water spots on them.
- Remove ALL food items from refrigerator and freezer and wipe up any spills. Take all leftover food items, including freezer food items, with you.
- Microwave - wipe out any food debris and splatters - wipe dry.
- Use Method granite cleaner on all kitchen counter tops. Spray and wipe dry with paper towels. Counter tops should be completely clear of all items when you leave.
- Wipe off fridge front and handles.
- Clean and rinse out kitchen sink and dry with paper towels.
- Sweep tile floors (including bathroom).
- Use Swiffer wet mop on all tile floors.
- Gather trash from kitchen and bathroom and place in larger tote outside.
- Place clean liners in kitchen and bathroom waste baskets.
- Wipe off any spills on couches. Re-set pillows on couches.
- Wipe off spills on wood surfaces with Pledge wipes.
- Use vacuum on carpet surface.

Paper towels, waste basket and tote liners, cleaning supplies and disposable latex gloves are located in the cabinet under the kitchen sink. Swiffer wet mop is located in the closet where chairs are stored.

Pool Parking Lot Event Clean-up Check List

- Pick up all trash from parking lot, playground area (including wooded area), and all other immediate grass, sidewalk, and concrete areas where attendees have been and place in large garbage tote. This includes the grass/sidewalk/concrete areas at the front of the community center. Also includes sidewalk and grass area next to lake.
- Hose off concrete/step areas around community center.
- Use Windex Wipes to wipe off any fingerprints on the exterior doors of community center.
- Use Clorox Wipes to wipe off bathroom toilets, urinal and sinks. Please remember to lift up toilet lids and clean there as well. Flush urinal. Use Windex Wipes on mirrors. Use paper towels to dry all.
- Pick up any trash in restrooms. Gather trash from both bathrooms and place in larger tote.
- Replace liners in bathroom waste baskets.
- Sweep bathrooms.
- Place sealed tote liner(s) out at curb for garbage pick-up. *If garbage leaks through liners and soil the totes, or if you remove a full liner and allow attendees to throw trash in totes without a liner, please hose them out so they are left clean.*
- Place clean liner in tote(s) and return to original locations.

Clorox Wipes, Windex Wipes, paper towels, latex gloves, and tote and waste basket liners can be found in the plastic carrier located at _____