

Glennallen Community Center

Cleaning Deposit Checklist

Items **MUST** be completed to receive a full refund of your cleaning deposit

GYM/Conference Room	Gym Checklist	Conference Room Checklist
	Sweep Gym Floor	Sweep kitchen area & mop
	Mop Gym Floor	Vacuum
	Take all trash to Dumpster	Empty all trashes to dumpster
	Stack trash bins into back storage	Clean out refridgerator
	Put all tables in the back storage	
	Stack all chairs on storage carts	
	Storage carts in the corner of gym	

Bathrooms	Mens Bathroom	Womens Bathroom
	Take out trash	Take out trash
	Clean toilets	Clean toilets
	Sweep	Sweep
	Mop	Mop
	Wipe down counters	Wipe down counters
	Clean mirrors	Clean mirrors

Facility Clean up	Exterior/Common area	Items to return
	Clean up any decorations or trash in parking lot	Key FOB
	Close dumpster lid	Key for doors (allen wrench)
	Vacuum entryways	Projector Remote
	Remove any decorations from the wall	