

# River Rock Events Center Cleaning Checklist

Please call Perfect Place Cleaning 24 hours in advance to schedule the checkout. You will also need to call Perfect Place when the facility is clean and ready to be checked out.

## Floors Must Be Dry & Clean Prior To Check Out!

Failure to make either phone call will result in the loss of the entire deposit.

Perfect Place: (406)224-2805

Attached to the door key you will find your cleaning supply locker key.

### Cleaning Locker Contains:

- 1- replacement trash bag for each trash can. Please ensure that you put the correct size bag on the correct trash can. If you need additional bags, you must supply them.
- 1- 36" sweeper head
- 2- spinner wet mop heads
- 1- floor drying mop head
- 20- cleaning cloths
- 2- glass/mirror cloths (these cloths only need to be damp to use, cleaning products are not necessary) one to wash one to dry.
- 1- laundry bag

<b>PLEASE CHECK EACH ITEM OFF UPON COMPLETION.</b>	<b>Renter</b>	<b>Perfect Place</b>
<b>BATHROOMS</b>		
COMPLETELY SCRUB TOILETS AND URINALS –THIS MEANS THE ENTIRE TOILET BOWL & PEDESTAL		
SCRUB SINKS AND COUNTERS		
WIPE MIRRORS WITH GLASS MIRROR CLOTHS		
WIPE DOWN STALLS, STALL DOORS, AND TILE WALLS		
WIPE DOWN DOORS & WALLS		
SWEEP AND MOP FLOORS – USE MOP AND FLOOR CLEANER		
<b>KITCHEN &amp; HALLWAY</b>		
SCRUB SINKS AND COUNTERS		
WIPE DOWN APPLIANCES		
CLEAN REFRIGERATOR, SHELVES, DOORS AND FREEZER		
CLEAN MICROWAVE TRAY		
WIPE CUPBOARDS & WALLS DOWN IN KITCHEN AND HALLWAY		
CLEAN OVEN (DO NOT USE SELF-CLEAN FUNCTION)		
SWEEP AND MOP FLOORS - USE MOP AND FLOOR CLEANER		
<b>MAIN ROOM</b>		
WIPE DOWN COUNTER BY FRONT DOOR. SHAKE ALL RUGS OFF OUTSIDE & THEN VACUUM.		
SWEEP AND MOP FLOOR - FOLLOW DIRECTIONS LOCATED ON THE WALL IN CLEANING CLOSET		
WIPE DOWN WALLS IN ALL ROOMS		

<b>PLEASE CHECK EACH ITEM OFF UPON COMPLETION.</b>	<b>Renter</b>	<b>Perfect Place</b>
SWEEP & MOP TABLE & CHAIR ROOM – FOLLOW DIRECTIONS LOCATED ON THE WALL IN CLEANING CLOSET		
CHAIRS STACKED IN ROWS & STACK TABLES ON SIDES (PER ROOM DIAGRAM)		
<b>CEILINGS &amp; WALLS</b>		
REMOVE ANY DECORATIONS AND HANGING ITEMS FROM CEILINGS & WALLS.		
WIPE DOWN WALLS WHERE NEEDED. YOU WILL BE CHARGED FOR PAINT REPAIRS IF NEEDED.		
<b>WINDOWS &amp; DOORS</b>		
CLEAN ALL WINDOWS INSIDE & OUTSIDE WITH GLASS CLEANER & PAPER TOWELS (INCLUDING DOORS)		
CLEAN WINDOWSILLS		
LOCK ALL WINDOWS & DOORS IN THE COMMUNITY CENTER. <u>CHECK ALL DOORS FROM THE OUTSIDE.</u>		
<b>GARBAGE &amp; CLEANING ROOM</b> <i><b>(EXTRA TRASH BAGS ARE LOCATED IN YOUR DESIGNATED LOCKBOX)</b></i>		
CLEAN UP ALL TRASH IN AND AROUND BUILDING. TAKE ALL TRASH OUT OF CANS AND REPLACE WITH NEW BAG		
TAKE TRASH OUT TO DUMPSTER AND RETURN KEY TO CLEANING CLOSET		
LEAVE CLEANING ROOM PER ROOM DIAGRAM.		
PUT ALL CLEANING RAGS AND MOP HEADS NEAR THE LAUNDRY BAG AND PERFECT PLACE WILL CHECK THE CONTENTS		
<input type="checkbox"/> 1- replacement trash bag for each trash can. <input type="checkbox"/> 1- 36" sweeper head <input type="checkbox"/> 2- spinner wet mop heads <input type="checkbox"/> 1- floor drying mop head <input type="checkbox"/> 20- cleaning cloths <input type="checkbox"/> 2- glass/mirror cloths <input type="checkbox"/> 1- laundry bag		

<b>Deposit to be returned:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b>
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Signature Of Renter \_\_\_\_\_ Date \_\_\_\_\_

Perfect Place Signature \_\_\_\_\_ Date \_\_\_\_\_

**All event items and participants must be cleared from the building upon checkout.**

**Perfect Place and renter will complete checkout and exit the building together and the key & checkout sheet will be placed in the drop box just outside the front doors of the Event Center.**