



# EVENT CENTER CLEANING CHECKLIST

## FOR ALL ADA EVENT CENTER RENTALS

Please use this checklist after an event to be sure all necessary cleanup has been completed. If you have questions during set up or take down of an event please contact City Hall 218-784-5520 during business hours or 801-836-2439 after hours.

For emergencies please contact Public Works at 218-556-4226

### KEY CODES

FD	Front Door
BR/MR	Ballroom, Meeting Room, Kitchen, Hallway Bathrooms
Utl	Utility Closet - located next to Men's Bathroom
T/Ch	Table & Chairs storage rooms - in back of Ballroom

Front Door Key Pad Code - \_\_\_\_\_

Event Center Door Key Pad - \_\_\_\_\_

### CLEANING CHECKLIST:

- TVs, projectors, computers and other equipment are turned off. All articles and equipment belonging to the Event Center have been put away in proper places.
- Tables have been wiped down if needed. Disposable rags are in the kitchen and cleaning sprays are in the Utility room. Any chairs, tables and furnishings that were moved have been put back where they belong.
- Trash is picked up and thrown away. Any full trash bags are thrown in back dumpster. Replacement bags found in Utility room; please put in new bags.
- Any dishes or other kitchen items used are washed, dried, and put away. No food was left in the refrigerator. No articles not belonging to the Event Center have been left behind.

### LOCKUP CHECKLIST:

- All rooms are closed properly (lights are off and doors are locked, with double doors latched on top), including locking hallway bathrooms, with the exception of the front door if Baseline Sports Bar is open.
- All lights in building are turned off. The entrance hall light stays on.
- Return keys to City Hall or drop in Arvig/City night deposit drop box.