

Belgrade Community Center for all Seasons  
Clean-up and Shut Down Checklist

TO ALL RENTERS:

As part of your rental agreement, we ask you to do your part in the general upkeep of our community center. Each renter should clean the center and return it in its original condition. Below, we have provided you with a general clean up and shut down checklist. Thank you in advance for your cooperation.

- ✓ Replace tables and chairs in storage area in entrance by the vending machines or on the chair rack. If you move furniture, please put back in its original spot.
- ✓ Pick up and place all trash in garbage cans. We use a carry in carry out policy. There are trash bags in the storage closet to your immediate left after entering. There is a dumpster in the upper parking lot for your convenience.
- ✓ Tidy up the restrooms (pick up trash and clean off sink counters, disinfectant spray and rags are in the janitor's closet off the gym).
- ✓ Wash table tops. Clean surfaces of kitchen counter, sink and stove (disinfectant spray and rags are in the janitor's closet off the gym).
- ✓ Vacuum the carpet in the social room, if used. The vacuum is located in the social room~ closet to the right.
- ✓ Sweep hallway and kitchen floors. (There are two push brooms in the janitor's closet).
- ✓ Unplug, empty, and wash coffee pots (if used).
- ✓ Insure that stove, oven and burners are off.
- ✓ Turn out all interior lights except light over map at entry.
- ✓ A volunteer will open and close for you, unless other arrangements have been made.

We would like to remind you that the community center is a designated non-smoking facility and that use of alcohol in the building or on the grounds is prohibited. **NO DOGS ARE ALLOWED ON THE GROUNDS.** We thank you for your support and cooperation!

If you need immediate assistance, please call maintenance at 465-5191.

If you are unable to reach maintenance, please call the program director at 649-9573.

EMERGENCY ONLY:	CALL NEXT DOOR: Jean Dalton~	495-2681
	CALL VOLUNTEER: BJ Howard~	495-2165
	CALL VOLUNTEER: Linda Bacon~	649-4238

Enjoy your visit!