



Clean-Up Requirements

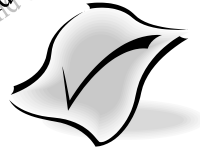
For Island Center Hall Users

Cleaning equipment is located in kitchen mop closet and upper cabinets.

Island Center Hall clean-up is complete when the following has been done:

1. ___ Main hall floor, stage floor and entry floor: Sweep with broom and dust mop with covered dust broom. Please remove disposable dust mop head and replace with clean dust mop head for the next user.
2. ___ Wipe up any spills in entryway, main hall, kitchen area and bathroom areas.
3. ___ Scrub all kitchen counters.
4. ___ Clean kitchen sink area and remove all food from the refrigerator.
5. ___ Thoroughly clean, dry, and put away coffee pot in closet.
6. ___ Remove trash from all waste baskets and place in trash bin on the front porch. If that bin is full, please use the bins that are located outside the back door by the kitchen. Please replace clean waste basket liner in waste baskets.
7. ___ Put away all chairs and tables in an orderly manner in chair closet.
8. ___ Close and lock all windows. Close kitchen and stage doors. Turn off all lights. **(Please make sure dimmer switch is completely clicked off).**
9. ___ Lock entry door. When locking the outside door, **please check the door to make sure it has locked.**

*Please return completed checklist
with key for refund of deposit.*



I confirm that all of the above items have been completed, and understand that if these items were not completed, my \$150 damage/cleaning deposit will be forfeited.

Print Name	Signature	Phone	Date
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Thank you for taking responsibility for your use of Island Center Hall

12/29/15

IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911

If there is a serious facility problem please call 206.842.2306.

Please report any other concerns to 206.842.2306 ext.129 or email lorim@biparks.org.