

RULES FOR CLEANING THE SOCIAL ROOM

We recently had the floors replaced. Please do not drag the tables or chairs across the floor so they will not be scratched. Inspections will be made before deposits are returned.

- ___ 1. TABLES AND CHAIRS MUST BE CLEANED AND STACKED

- ___ 2. FLOOR MUST BE SWEEPED & MOPPED, INCLUDING RUGS. RUGS MUST BE PICKED UP AND THE FLOOR UNDERNEATH RUG CLEANED. THE FRONT ENTRANCE HALL MUST BE SWEEPED AND MOPPED ALSO.

- ___ 3. ALL DECORATIONS MUST BE REMOVED, INCLUDING ALL TAPE.

- ___ 4. BATHROOMS MUST BE CLEANED AND TOILETS AND FAUCETS TURNED OFF.

- ___ 5. LIGHTS, HEAT & AIR MUST BE TURNED OFF. (IF EITHER IS LEFT ON, FEE WILL NOT BE REFUNDED)

- ___ 6. LEAVE INNER DOOR TO SOCIAL ROOM UNLOCKED.

- ___ 7. MOPS MUST BE CLEANED & LAID OUT TO DRY.

- ___ 8. TRASH MUST BE BAGGED & PLACED IN DUMPSTER BESIDE BUILDING, INCLUDING TRASH FROM BATHROOMS.

- ___ 9. LOCK OUTSIDE DOOR.

Please mark off each item that has been completed and return to Mayor's Office before cleaning deposit can be refunded.
