



The Winterville Center for Community & Culture
371 North Church Street
Winterville, GA 30683
706-742-0823

Jack Eisenman, Executive Director

Facility Clean-Up Checklist

Thank you for renting one of our rooms and/or kitchen in our wonderful facility. We hope your event is enjoyable, but we do want to remind everyone of the care that must be taken to keep this facility clean in order for everyone to enjoy.

Please take the time to review the steps necessary to leave The Center as it was when you arrived for your party or event.

If any steps in cleaning up after your party before vacating the premises is not performed, you will be charged accordingly and the amount will be deducted from your deposit as listed below:

\$10 – Restrooms left untidy / or floor dirty

\$20 – Dirty floor and has to be cleaned by a Center employee

\$15 - Tables and chairs not put in closets

\$10 - Items left in / or dirty refrigerator

\$20 – Place trash in large black bags (provided by the Center) and put bags in gated storage area at front on building

TBD – Missing supplies or equipment in any of the rooms, including but not limited to the wet mop closet, restrooms, kitchen, class rooms, audio/video equipment, artwork, trophies, tables/chairs, etc.

Restrooms

_____ 1. Tidy up both restrooms, wipe down counters, pick up debris, sweep and mop, if necessary. Make sure toilets are clean. Report any issues with the toilets or restrooms in general, to the office (706-742-0823).

Supplies and Cleaning Equipment

_____ 2. There are cleaning supplies and equipment in the hall closet for your use (broom, mop, etc.). Please put back everything where you found it.

Clean Entire Kitchen - Room #101

_____ 3. Empty & clean refrigerator. Wipe down all surfaces and appliances, clean stove and oven, wash coffee pots, utensils, cookware making sure all items are placed back where they belong, clean out sinks making sure no food particles are left in drain, trash cans emptied, the floor swept and spills mopped up.

Dining Hall/Lecture Room

_____ 4. Floors must be swept and any spills be mopped

_____ 5. Store chairs and tables in respective closets

ADDITIONAL NOTES:

_____ 6. Be sure parking lot is clear of debris. This includes removal of any decorations, signs, etc.

_____ 7. In the event your guests go outside, please collect the trash (paper cups, cigarette butts, cans, etc.) on the grounds. Furniture (tables, chairs, etc.) may not be brought outside.

_____ 8. Upon exiting the building make sure to check that all doors are locked and turn off lights. The hall and restroom lights will go off automatically.

_____ 9. Please return any keys to the office.

Initial after reading: _____