

RECREATION CENTER CLEAN-UP CHECK LIST

- ✓ Clean the sink and surrounding countertops.
- ✓ Clean out refrigerator and oven and make certain they both are closed.
- ✓ Remove any trash from both restrooms.
- ✓ Clean folding tables and chairs.
- ✓ Separate recyclable materials (glass, paper, plastic, aluminum), put in plastic bag, and place in gray recycling container. Put food waste in a **separate** plastic bag, and place in blue garbage container. **DO NOT MIX FOOD WASTE WITH RECYCLABLES!** If either container is full, take excess and place with your weekly garbage or recyclables pickup.
- ✓ Sweep all floors.
- ✓ Sweep area outside in front of double entry doors.
- ✓ Turn off any lights, turn off air conditioning, lock all doors and windows, and make sure gas fireplace is off.
- ✓ Return furniture to original locations.