

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.