

Town Hall Cleanup Checklist

REMINDER: No open flame inside or outside of Town Hall !

Cleaning materials are located under the kitchen sink

Kitchen:

- Tie securely and place *all* trash bags in barrels outside the kitchen door; be sure to lock the lids. Put clean trash bags in the indoor trashcans.
- Pour any remaining beverages in the kitchen sink or down the toilets before placing all glass, plastic bottles and cans in the recycling bins outside Town Hall. Recycle only clean paper!
- Kitchen counters and sink must be wiped clean; the kitchen floor should be vacuumed.
- Remove, take away or place in trash any remaining food and beverages from the refrigerator and freezer unless you are leaving them for public consumption.
- Replenish empty paper towel holder. (Extra paper towels and toilet paper can be found in the base cabinet of the first bathroom upon front entry to the building.)

Bathrooms:

- Sinks must be wiped clean; paper towels and toilet paper should be replenished in their holders.
- Tie trash securely and place in outdoor barrels; clean, white garbage bags should be put in bathroom trashcans.
- Bathroom floors vacuumed.

General:

- All folding tables must be stored in the back office; all chairs put on racks and also stored in the back office.
- Entire hall must be vacuumed.