

CLEANING REQUIREMENTS FOR SCHEDULED USERS OF THE WATTENBERG COMMUNITY CENTER AND INDOOR ARENA

“IF YOU USE AN AREA, IT IS YOUR RESPONSIBILITY TO CLEAN IT”

Lobby/Entry way and Restrooms (All users of meeting room or kitchen and users of the indoor arena that also use restrooms or track dirt into the entry way from the indoor arena)

- Sweep and damp mop floor of entry way and restrooms-wipe down restrooms
- Dispose of all litter and paper in waste containers
- Empty waste containers and put new trash bags in containers
- Clean rugs in entry way, restrooms and restroom hallway (vacuum or sweep clean)

Meeting Room

- Clean table tops and restack chairs and tables (chairs in stacks of eight)
- Clean island counter top and sink
- Clean up any spills
- Sweep and damp mop floor
- Empty all waste containers, cleaning out any spills in containers if necessary
- Put new plastic trash bags back in all waste containers
- Clean rugs (vacuum or sweep clean)

Kitchen

- Wash all plates, cups, bowls, glasses, and utensils and return to cabinets and drawers
- Wash silverware and return to plastic containers in pantry
- Clean stove, grill and ovens after use-empty and clean grease traps/pans {Blodgette oven(1), range(2), grill(2) and griddle(3)}
- If grills or stove are used, clean exhaust hood (including filters) and stainless steel panel behind grills and stove (stainless steel cleaner is to be available for users to clean hood and stainless steel panel-steel wool is not to be used to clean stainless steel)
- Clean and wipe off all counters and counter tops
- Clean sinks
- Empty all waste containers and put new plastic trash bags in containers
- Clean refrigerator and cooler
- Sweep and damp mop kitchen floor
- Clean kitchen rugs (vacuum or sweep clean)

Arena

- Clean off concrete if your use causes dirt or manure to be deposited on the concrete

If a user has not cleaned and performed tasks as required above, custodian will clean the area used by the scheduled user, record the time required to clean the area so that the costs for the custodian's cleaning time can be charged to the specific user responsible. A user's continued use of the facilities and the return of said user's damage deposit will be dependent of their prompt payment of any such custodial charges incurred. Custodian will report extra required cleaning time to the Office of the County Administrator so that the appropriate billings can be charged to the responsible user. Custodian will coordinate closely with the Secretary to the County Administrator to obtain user scheduling information.