

Kalama Community Building Post-Use Check Off Sheet

EXTERIOR/OUTSIDE

- 1. Free of any debris associated with event, including public streets in vicinity. _____
- 2. Two ash cans returned to original position. _____

FIRESIDE ROOM

- 1. Wood flooring entry clean. _____
- 2. Windows locked and sills free of debris. _____
- 3. Furniture-Couch, chairs, ottoman, mirror, hutch, phone stand, and greeting table: check for cleanliness and damage and return to original position if necessary. _____
- 4. Fireplace: Check for debris: clean brick & tile. _____
- 5. Walls, doors, ceiling, light fixtures: scan for decorating debris and event-related items. _____

BALLROOM (STAGE)

- 1. Check piano and stool for damage _____
- 2. Floor cleaned as needed _____
- 3. Side room to right stage: free of debris and stored items undisturbed. _____

BALLROOM (MAIN FLOOR AREA)

- 1. Floors: check for general cleanliness, sweep and/or mop as needed and make sure free from gum. _____
- 2. Windows: sills clean, windows closed and locked, windows as clean as when function began. _____
- 3. Equipment:
 - A. New chairs racked on 3 caddies against far right wall (cleaned as needed). _____
 - B. Tables and benches returned to original position (cleaned as needed). _____
- 4. Fireplace: free of event-related debris and screen in place. _____
- 5. Garbage cans and wastebaskets: clean and dry inside and out (liner will be supplied by the caretaker). _____
- 6. Ceiling, doors, walls, light switches: check for any debris and event-related cleaning. _____
- 7. Thermostat: set at 55 degrees; fan on auto _____

SECOND STREET ENTRY WAY

- 1. Doors: property closed and free of obstruction. This is an emergency exit. _____
- 2. Tables and old chairs: stored neatly and cleaned as necessary. _____
- 3. Ladder (tall): Leaned against wall. _____
- 4. Wall heaters: in "OFF" position. _____
- 5. Walls and floor: free of debris and checked for event-related cleaning issues. _____

HALLWAYS

- 1. Floors: clean and free of debris _____
- 2. Walls, light switches and door: checked for event-related cleaning issues. _____

KITCHEN

- 1. Doors: locked _____
- 2. Counter tops, cabinet surfaces, walls, light switches: check for cleanliness. _____
- 3. Sinks: cleaned, free of food debris _____
- 4. Appliances – refrigerator, two convection ovens, dishwasher, burner units, microwave: check inside and out for cleanliness. _____
- 5. Garbage can: clean and dry inside and out. _____
- 6. Floor: Swept and mopped as needed _____
- 7. Kitchen cookware, utensils, table services: cleaned and returned to appropriate cabinet or shelf. _____
- 8. Windows: locked with blinds in orderly position. _____
- 9. Used linens: used dish towels, pot holders, etc., may be left in deep sink. _____

RESTROOMS

- 1. Toilet, urinals, sink, mirrors: cleaned inside and out as applicable. _____
- 2. Floors: Swept & mopped as needed. _____
- 3. Walls including stalls: Check for cleanliness _____

SECOND STREET ROOM/OFFICE

- 1. Thermostat left at 55 degrees _____
- 2. Carpet and wood floors: Clean as needed _____
- 3. Exterior door locked _____
- 4. Windows Locked, sills free of debris _____
- 5. Walls, doors: cleaned as needed _____

UTILITY

- 1. Equipment: stored in an orderly manner _____
- 2. Deep sink: clean _____

ADDITIONAL NOTES: _____

