



**Village of Downs**  
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## VILLAGE OF DOWNS DOOLEY PARK PAVILION CLEAN-UP CHECKLIST

Please sign and leave this checklist on the kitchen counter. Thanks.

- Remove all remnants of decorations (examples, not inclusive: string, balloons & shards, tape. . .)
- Fold all chairs and tables and return to the storage racks
  - \*Cleaned (top, bottom, legs)
  - \*Undamaged
- Sweep or dust mop all floors
  - \*Kitchen
  - \*Bathrooms
  - \*Foyer
  - \*Main Room
- Wet mop all hard floors – leaving no footprints
  - \*Kitchen
  - \*Bathrooms
  - \*Main Room
- Take all garbage from the main room, kitchen, restrooms, and parking lot to the dumpster.
- Replace garbage bags in receptacles.
- Thoroughly clean and sanitize kitchen sinks, counters, stove tops, ovens, microwave, coffee pots, and roasters.
- Wipe down bathroom fixtures if accidents or spills occurred.
- Return thermostat temperature to 62 degrees.
- Leave soiled dishtowels and cleaning rags on the kitchen counter.
- Turn off all lights.
- Lock all doors: side, back, and front.
- No signs or posters are allowed on the walls.
- No thumbtacks, tape, staples, or putty are to be used on walls, tables, or ceiling inside or outside of the building.
- No parking where posted.
- No SMOKING in the building or within 15 feet of any entrance.
- No alcoholic beverage allowed on Village property.
- No animals allowed in building except for service animals.

**[Please note: Refusal to follow these rules will result in you or your group's suspension from using the property in the future.]**

I, \_\_\_\_\_, left the Pavilion clean according to this checklist.

Date: \_\_\_\_\_

Comments: