**Community Center Clean Up Responsibilities Check List**

*Paper goods, food, disposable utensils and items which may not be reused are property of the library and are not for use by other groups.\* With the exception of garbage bags which are provided for the use of all.*

* Empty trash/recycle cans, bring trash/recyclables to dumpster behind Town Hall. Don’t forget DIAPERS, please…
* Replace trash can liners, they are found in a lower cabinet near the kitchen sink
* Flush toilets, make sure all faucets are off and no water is running
* Clean table tops
* Vacuum –located in kitchen, to the left of the refrigerator
* Wash/dry and replace any/all dishes and utensils you use
* Leave used dishtowels on the counter
* Arrange all furniture as you found it
* Turn off all lights
* Lock Doors, return key to Police Dispatcher if used

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_**

12/21