



# Clean-Up Requirements

## For Strawberry Hill Center Users

Cleaning equipment is located in front hallway cleaning closet, with cleaning equipment for counter under kitchen sink in Kitchen/Art Room. Vacuum cleaner is in Large Meeting Room closet.

### **Strawberry Hill Center clean-up is complete when the following has been done:**

1. \_\_\_\_ Stack chairs along walls and place tables as follows in upright position (legs down, table surface up):  
Lg Meeting Rm: place tables against walls along sides of room. (Diagram is posted on bulletin board by door).  
Kitchen/Art Rm: place five tables in rectangular configuration. (Diagram is posted on bulletin board).  
 If you have used extra chairs or tables from the closet or other parts of the building, please return them to where you initially found them.
2. \_\_\_\_ Place excess food and garbage in garbage receptacle at back of building (use hallway exterior door near restrooms). Replace garbage bag liner in emptied can (liner in cleaning closet). No food should be left in facility.
3. \_\_\_\_ Wipe down tables and counters with paper towels and spray cleaner (found in cleaning closet). Sweep floors thoroughly.
4. \_\_\_\_ Lock exterior doors in hallway and kitchen/art room.
5. \_\_\_\_ Close and lock windows. Turn off all lights.
6. \_\_\_\_ **If you are the last to leave the building**, leave all interior doors open for heat circulation
7. \_\_\_\_ When locking the outside front door, please check the door to be sure it is securely locked.

*Please return completed checklist with key for refund of deposit.*



### Additional items to do if using Kitchen area:

8. \_\_\_\_ Wash, dry, and put away dishes. Clean, dry and put away coffee pot in closet.
9. \_\_\_\_ Dry mop kitchen floor; wet mop or wipe down spills.

**I confirm that all of the above items have been completed, and understand that if these items were not completed, my \$75 damage/cleaning deposit will be forfeited.**

Print Name	Signature	Phone	Date
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***Thank you for taking responsibility for your use of Strawberry Hill Center***

9/23/10

**IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911**

If there is a serious facility problem please call 206.218.8106.

Please report any other concerns to 206.842.2306 ext.16 or email sue@biparks.org.