



LUBBOCK COUNTY COMMUNITY CENTER CLEANING INSTRUCTIONS

The renter is responsible for returning the facility/property to its original state which existed prior to usage. Failure to do so will result in the deposit being forfeited.

NOTE: Any additional cleaning that is required to be done by the caretaker will result in the loss of the \$200.00 deposit.

CLEANING SUPPLIES PROVIDED:

- ❖ Mop
- ❖ Mop Bucket
- ❖ Broom
- ❖ Dustpan
- ❖ 1 liner per trash can per day of rental
- ❖ 1extra liner per trash can per day of rental to re-line cans

RENTER SUGGESTED CLEANING SUPPLIES TO BRING:

- ❖ All-purpose cleaner suitable for kitchens and bathrooms
- ❖ Cleaning cloths or paper towels
- ❖ Toilet brush
- ❖ Glass cleaner
- ❖ Cleaning gloves
- ❖ Floor cleaner for kitchens and bathrooms (i.e. bleach)
- ❖ Extra trash can liners if you anticipate more than one per can

KITCHEN CLEANING INSTRUCTIONS:

- ❖ Clear out any food from the fridge and freezer and clean any spills if necessary.
- ❖ Check all the appliances (stovetop, oven, microwave) for any soiling, spills or crumbs left by your party and clean accordingly.
- ❖ Wipe down all countertops, sinks, and backsplashes to remove all crumbs, spills, and splashes.
- ❖ Take out all trash to the dumpster, reline cans, and return trash cans to the kitchen.
- ❖ Sweep and mop thoroughly.

RENTAL ROOM(S) CLEANING INSTRUCTIONS:

- ❖ Wipe down all the tables and chairs, fold them down and return them all to the storage closet in an orderly manner.
- ❖ Ensure that the room is cleared out of anything brought in by your party.
- ❖ If there were food/drink serving tables set up against the walls, inspect the walls for any food or drink drips or splashes.
- ❖ Sweep all three of the rooms thoroughly. To help keep the center free from unwanted pests, please be sure that ALL crumbs are removed.

- ❖ Use COOL WATER ONLY, mop all rooms, focusing on areas where there was heavy foot traffic or spills. **Precinct 2 (Slaton) does not require mopping due to flooring conditions.**
- ❖ Check water fountain for anything unusual such as gum, candy, stains from substances other than water being poured down and clean accordingly.

BATHROOM CLEANING INSTRUCTIONS:

- ❖ Remove used trash can liner and take it to the dumpster and re-line the can with provided liner.
- ❖ Wipe down the countertops, backsplash, and mirrors. (Make sure no water spots are visible)
- ❖ **ENSURE ALL TOILETS ARE FLUSHED.** If there is a urinal, it may need to have the handle held down to effectively flush.
- ❖ Inspect the toilets (seat tops, underneath the rim, and drips down the side) and wipe away any visible soiling.
- ❖ Inspect the entire room for an excessive or out of the ordinary soiling.
- ❖ Sweep and mop bathrooms.

OUTSIDE OF THE BUILDING CLEANING INSTRUCTIONS

- ❖ Inspect the facility grounds for any trash, debris, food leftovers, decorations, etc. and remove everything from the premises. This includes debris left over from extinguished cigarettes.
- ❖ Remove all signage, including signs/balloons left on poles, pillars, and posts. This includes anything you may have posted at the entrance of the park.
- ❖ Ensure that each door is locked before leaving the center per application e-mailed instructions. Access Code to the building is deactivated after 10:00pm.

Upon inspection by the caretaker after the rental, if any damage has been incurred or if the general housekeeping rules have not been followed, the rental deposit will be forfeited.

Curtis Parrish, County Judge

Mike Dalby, Precinct 1

Jason Corley, Precinct 2

Cary W. Shaw, Precinct 3

Jordan Rackler, Precinct 4

ATTEST:

Kelly Pinion

Adopted by the Lubbock County Commissioner's Court **/**/****