

Pink House/Library Learning Center

Cleaning Checklist



Return completed form to the Library's front desk

Information			
Date:			
Rental Organization/Person:			
Contact's phone and email:			
Facility Checklist			
Put chairs and tables back the way they were.	<input type="checkbox"/> Yes	Notes:	
Clean chairs and tables.	<input type="checkbox"/> Yes	Notes:	
Vacuum the floor.	<input type="checkbox"/> Yes	Notes:	
Clean the kitchen and all dishes used.	<input type="checkbox"/> Yes	Notes:	
Close front/back doors and windows.	<input type="checkbox"/> Yes	Notes:	
Turn off lights and turn both thermostats to 55 degrees.	<input type="checkbox"/> Yes	Notes:	
Emptied trash and recycling (located behind library in staff parking lot).	<input type="checkbox"/> Yes	Notes:	
CITY USE ONLY: Facility Condition Report			
Were chairs and tables put away?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Were chairs and tables clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Was the floor vacuumed	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Is the art still there?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Was trash and recycling emptied?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Was there any damage to the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Was the kitchen and dishes clean?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Were the doors and windows closed and thermostats left at 55 degrees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Notes:
Did City staff have to clean or conduct repairs to the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, how many hours?
Facility assessed by:			