



Parks & Community Services

Tear-Down Package Checklist

802 E. Mukilteo Blvd, Everett, WA 98203

425.257.8300 ext. 2

Email: recreation@everettwa.gov

Rental # _____

Name _____

INFORMATION

Customers who purchased a Tear-Down Package in advance of their event (Legion and Floral Hall only) are to use this **Tear-Down Package checklist** (Replacing the general Cleaning Checklist)

CLEANING CHECKLIST

Please initial each statement below when completed and return this form along with your building access card/key the next business day. There is a slot at the west side door of the Recreation Office to return your key and cleaning checklist if you prefer to drop it off immediately after your event.

- _____ Wipe down tables and chairs. Staff will return table and chairs to the storage area
- _____ Remove all personal belongings, items brought in by outside vendors, decorations and leftover food; no next day pickup is allowed
- _____ Remove any debris, tape, spills and food. Staff will sweep and mop the floor, stage, kitchen and other areas
- _____ Leave restrooms in good order. Restrooms will be cleaned by staff after your event
- _____ Extinguish fire in fireplace (Floral and Legion Halls only). Spread dying embers; please do not use water
- _____ Wipe down stove, sink, appliances, microwave and refrigerator including all spills, crumbs and food. Rinse out coffee makers; wash stems and baskets. Staff will clean kitchen counters and floors
- _____ Drain liquid beverages and ice in the sink, not outside or in the outside drains
- _____ Bag all garbage and place in cans outside of the hall. If outside cans are full, do not leave bags next to cans. Instead, place excess garbage in kitchen cans. All garbage must be bagged and not overflowing or leaking. Staff will remove all garbage
- _____ Clean debris such as cigarette butts, rice, birdseed, etc. from paved areas at all hall entrances
- _____ Turn heat down or off according to signage in each facility
- _____ Turn off lights and shut and lock windows and doors. (Use allen wrench to lock doors)
- _____ **Return access card/key and this initialed, and signed cleaning checklist through the slot at the west door of the Recreation Office after your event or the next business day.**

Signature of Renter: _____ Date: _____

Facility: _____ Date of Use: _____

If you experience any day of issues, please contact the on-duty Park Ranger at (425) 754-4835