



Parks & Community Services

### Cleaning Checklist

802 E. Mukilteo Blvd, Everett, WA 98203  
425.257.8300 ext. 2  
Email: recreation@everettwa.gov

Rental # \_\_\_\_\_

Name \_\_\_\_\_

#### INFORMATION

The City of Everett Parks and Community Services requires the renter of said facility to clean before vacating the premises (within their rental hours), and restore it to the manner in which it was found upon their arrival. Failure to comply may result in the loss of cleaning/damage deposit. Additional fees may also apply.

#### 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 prior to putting away
- \_\_\_\_\_ Return tables and chairs to the storage room neatly. Follow storage area diagrams where posted.
- \_\_\_\_\_ Remove all personal belongings, items brought in by outside vendors, decorations and leftover food; no next day pickup is allowed
- \_\_\_\_\_ Sweep and mop the floor, stage, kitchen and other areas. Remove any debris, tape, spills and food
- \_\_\_\_\_ Vacuum all carpeted 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 and clean kitchen counters, stove, sink, appliances, microwave and refrigerator including all spills, crumbs and food. Rinse out coffee makers; wash stems and baskets
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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: \_\_\_\_\_

#### Emergency call 911

**If you experience non-emergency issues. look for the call out sheet posted in your building or call Park Ranger until dusk at (425) 754-4835. After dusk in this order call 425-359-5453, 425-508-6886 until you reach a person.**