

## DUNN COMMUNITY CENTER - UPPER-LEVEL CLEANING CHECKLIST

The Dunn Community Center is rented in *as-is condition*; it is the responsibility of the renter to ensure that the facility is maintained in a clean and organized manner. Please be respectful and conscientious of the renters after you by returning a clean facility and leaving at your scheduled time.

If you experience emergency facility maintenance issues, you may call 610-223-7114. Non-emergency concerns & issues should be directed to the Recreation Department at 610-406-0263 during regular business hours (M-F 8 am-4:30 pm).

If you require emergency assistance, please call the Exeter Township Police Department at 610-655-4911 or 911.

### Main Area

- \_\_\_\_\_ Wipe down all tables after use, before returning all to their **specific locations** as marked.
- \_\_\_\_\_ Remove all decorations from the facility. Deflate/pop hot-air balloons before placing in the trash. **(NO HELIUM balloons permitted in this area of the Facility)**
- \_\_\_\_\_ Vacuum entire area. Sweep and Mop wooded flooring area.
- \_\_\_\_\_ Empty Trash Cans and replace bags. Trash & Recycling should be discarded in the designated dumpsters in the Lower parking lot.

### Restrooms

- \_\_\_\_\_ Pick-up any trash and debris on floor. Empty trash cans and replace bags.
- \_\_\_\_\_ Wipe down sinks. Sweep/Mop floors where needed.

### Kitchen

- \_\_\_\_\_ Remove all food items from the refrigerator and freezer. Wipe down interior & exterior.
- \_\_\_\_\_ If used, wipe down oven and microwave, clean-up any food debris.
- \_\_\_\_\_ Clean counters and sink. Sweep and mop floor.

### Final Check

- \_\_\_\_\_ Check Parking lot for any trash and debris.
- \_\_\_\_\_ Trash/Recycling put in the right dumpsters, new bags in Trash cans
- \_\_\_\_\_ Complete this Cleaning Checklist and leave in designated file holder
- \_\_\_\_\_ Turn off all Lights before leaving Facility.

**DOOR WILL LOCK AUTOMATICALLY AT THE END OF YOUR RENTAL PERIOD.  
EXITING AFTER YOUR DESIGNATED RENTAL PERIOD WILL CAUSE THE ALARM TO SOUND.  
SETTING OFF THE ALARM MAY RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT.**

\_\_\_\_\_ I certify that this checklist has been completed and the Facility is being returned in a clean and organized manner in accordance with Exeter Township Rules and Regulations. I understand that a failure to do so may result in forfeiture of my Security Deposit.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Staff Use Only:** Facility Condition verified by: \_\_\_\_\_ Date: \_\_\_\_\_