

BEARBERRY COMMUNITY HALL CLEAN UP LIST

1. Sweep and mop main hall, entry ways and bathrooms.
2. Vacuum rugs in east and west entry ways. Also small rugs in kitchen.
3. Remove all decorations.
4. Wipe down tables. Do not put away. Just leave out as they take a long time to dry and will mold if put away damp.
5. Stack chairs. Only 35 chairs on longer dollies. Please do not drag chairs across floor.
6. Clean stove burners and tops of stove. Wipe up spills in oven as best you can.
8. Wipe counter tops in kitchen, west entry, and bar.
9. Wipe out microwaves if needed.
10. Empty coffee pots and dump grounds out in garbage.
11. Put all dishes away.
12. Make sure doors are closed on freezer and cooler. Take food that is yours home.
13. Clean bathroom. Wipe down toilets and sinks using disinfectant wipes. Raise toilet lids to make sure they are clean. Clean mirrors. Cleaning supplies are under counter by coffee pots.
14. Pull plug on commercial dishwasher and leave door open.
15. Pick up all garbage inside and outside. Garbage can be taken to Bearberry Saloon next door and put in their bins.
16. Please leave dirty dish towels in pile on table in kitchen for pick up by hall staff.

Cleaning supplies can be found in janitors closet in west entry or under counter by coffee pots.

Extra toilet paper and paper towel will be under sinks in bathrooms or in janitors closet.

Every effort has been made to ensure hall is clean when you arrive. Making sure the hall is clean when you leave, means less work for hall volunteers and helps keep the rent down. If you notice anything that needs to be brought to our attention please let us know. We are only volunteers and sometimes miss things.