



Cleaning Requirements & Instructions

You have one hour beginning at **10:00 PM** to clean and vacate the premises.

Start with the Ballroom/Hall area. Remove all personal items around the area and on the tables.

★ We recommend your cleaning solutions be biodegradable and non-toxic.

Remove all decorations including strings, tie straps, ribbons, and tapes.

Remove trash and recyclable cans and plastic bottles. Wipe tabletops and chairs with disinfectant wipes. Check in front of the building “Foyer” for trash and recycles. Place all trash bags in your trash bin, trucks or trailer. ♦ If trash cans are soiled and dirty, rinse with disinfectant and let dry outside upside down. Breakdown and store furniture’s.

Round tables are stacked 10 to a rack top to top.

Rectangle tables are placed on the rack on its side.

Plastic tables are stored on a different rack.

Chairs are stacked 72 to a rack, 6 chairs in each section.

(See site Manager for proper placement of chairs)

Sweep floors using the push broom and the angle brooms or leaf blower. Begin from the front and work your way back towards the rear of the facility. Do not spot clean.

Sweep or vacuum carpets in the entryway.

NOTE: Have everyone but the cleaners vacate the ballroom/Hall area to prevent any accidents.

Prepare for mopping – Use the white barrel on wheels as your mop bucket, located in the kitchen. Add water $\frac{3}{4}$ of the barrel, add disinfectant solution, affix wringer on barrel. There are mops for the Hall and one for the bathroom only. They are located outside on the rack.

When finished: Rinse mops and place them back on the rack to dry. Empty the water from the barrel onto the cement in the back, rinse the barrel, and return it to the kitchen.



Kitchen:

Remove all personal items and clear counters and prep tables. Wipe with disinfectants.

Remove all your food items from the refrigerator and wipe with damp cloth.

Scrub and disinfect sinks and splashboards.

Close windows.

Empty all the trash cans and place your trash in your bin, trucks or trailer. If the trash cans are soiled and dirty, rinse and disinfect, let dry outside upside down.

Sweep kitchen floors.

Using the hose by the handwash basin, wet the floor, apply disinfectants on the floor and use the scrubber with yellow bristles and scrub the floor, especially the areas that are oily and sticky.

Rinse the kitchen floor.

Bathrooms: This task should be done last – No one will be allowed back in after cleaning.

Empty feminine hygiene trash (located above toilets) and any baby changing trash.

Lift the toilet seat covers, clean and disinfect the toilet bowls inside, using toilet cleaner and brush, wipe the toilet seat (top and bottom) and outside of the toilet bowl with disinfectant.

Wipe down stall walls, door handles and flushing handles.

Wipe mirrors.

Scrub and disinfect the sinks, around the sink area and soap dispenser.

Wipe down paper towel dispensers and hand blowers.

Sweep the bathroom floor using the broom marked “Bathroom”

Fill the yellow mop bucket with water and disinfectant.

Mop the floor with the mop marked “Bathroom”

When finished – Rinse mop and hang on the rack to dry. Empty the water solution in the wash basin in the custodian closet.

Rinse yellow mop bucket and leave it upside down near mop rack to dry