

## **Community Center**

Organize the cupboards & drawers- get rid of random items that are not needed.

Clean off shelves- organize items or discard.

Deep clean under and behind stove and refrigerator as needed.

Clean baseboards in gym

Clean walls in community center, including bathroom walls

Remove mold and mildew- spray with anti fungal.

### **On the day or two before an event:**

Sweep up any flies/bugs.

Wipe down counters if needed.

Make sure the supplies are stocked: TP, paper towel, garbage bags, etc.

Spot mop if needed.

### **Day after an event:**

Check to make sure-

Garbage was taken out

Bathrooms clean

Floors swept and mopped

Random stuff not left behind

Counters clean

Basically, was it left in the same shape it was found? if not, take pictures and let Lynda know

### **Monthly: or as needed if more frequent**

Spot clean refrigerator, stove, microwave.

Use floor scrubber machine

Vacuum rugs and windowsills (bugs).

Scrub toilets/sinks

**If you need help moving larger items, please coordinate with Gary on a time and he can help. If supplies are out or getting low, let Gary know so he can get more ordered.**