

RECOMMENDED CARE/CLEANING LIST

NOTE: Please use this checklist to confirm that all recommended care items have been completed as scheduled. Any areas of concern should be reported to those responsible for coordinating maintenance activity.

AFTER EVERY MEETING

- Straighten chairs and row seating
- Tidy restrooms and check supplies
- Empty trash receptacles as needed
- Vacuum carpets in high traffic areas

WEEKLY CARE – INTERIOR/EXTERIOR

- Clean glass and mirrors
- Dust countertops, furniture, and window blinds
- Replenish supplies
- Clean bathroom sinks
- Clean toilets and urinals
- Wipe down bathroom wall tile and stall doors
- Thoroughly vacuum all carpets
- Sweep floors
- Mop tile floors
- Empty trash
- Organize storage areas
- Collect trash or debris on property
- Cut grass and trim lawn (seasonal)
- Pull weeds in landscaped areas (seasonal)
- Clear snow/ice accumulation (seasonal)