



COMMUNITY CENTER CLEANING RULES & CHECK LIST

GENERAL SERVICES AGENCY
Parks Department

J. Colter Chisum
Deputy Director

Banquet Room(s)

- Area cleaned of all tables, chairs, trash, decorations, etc.
- Wipe tables and chairs down before placing back in the storage closet or appropriate rack
- Sweep and dry mop each room
- Wet Mop each room

Kitchen

- All sinks and counter tops cleaned and free of equipment
- All appliances wiped down and free of food
- Oven turned off and wiped out
- Stove turned off, burners cleaned, grease trays wiped off, grill wiped off

Restrooms

- Sinks and mirrors cleaned
- Toilets flushed
- Trash emptied
- Sweep and wet mop each restroom

Hallway

- Dust and wet mop
- Clean inside/outside windows (No fingerprints)

Parking Area, Patio and/or Playground Areas

- Checked for and removal of any trash or debris

Additional Information

- All cleaning materials are located in the maintenance closet. County staff or Center Host will show you the location at the time of walkthrough.
- Any items left at the community center before your event is at your own risk.
- Any items that are left at the center will be discarded on the next service day or prior to the next scheduled event, whichever is sooner.
- Deposit all trash in the dumpster.
- Any glitter, confetti, silly string or like product is **prohibited**.
- Smoking of any kind is **prohibited**.
- Use of duct tape, damaging adhesive or wall tacks is **prohibited**.

- Decorations must be applied using blue painters tape to avoid damage to the facility.
- Children are to be supervised at all times. Any damage to the playground may result in loss of deposit.
- All amenities must be returned to the original location including any picnic tables that may have been moved on the exterior of the community center/clubhouse.

Pre-Event Staff Notes: _____

Damages observed by staff/guest prior to reservation: _____

By signing this form, I hereby acknowledge that I have inspected the facility with the camp host and/or Ventura County Parks staff prior to accepting the keys and/or responsibility for the facility. Any damage done or lack of adherence to the cleaning requirements may result in loss of some or all of my Security Deposit.

Customer Name Reservation # Signature Date

Staff/Host Name Center Location Signature Date

STAFF USE ONLY

Post Event Staff Notes: _____

If any post event notes include damage or items that would require retention of the Security Deposit, photo will be attached to this document in support of the deposit retention.

Staff of Center Host time required to clean or repair facility: _____

Material costs associated with cleaning or repair of facility: _____

Staff/Host Name Center Location Signature Date

county of ventura