

Community Use of School Facilities - Cleaning Checklist

This checklist is created to communicate expectations for use of the facility so both parties can be sure the building has been left in acceptable condition. (Please leave it as you have found it)

Before using the facility for your event consultation with the custodian responsible for the area you are using will be very helpful as they will provide you with the appropriate cleaning supplies and procedures. If the custodians are aware of your event, they will be more likely to have the area prepared for use.

Classrooms/ Meeting Rooms

- Clean off whiteboards if used
- Wipe tables/ desks/ counters (as needed)
- Take out garbage/ replace bags (provided)
- Sweep/ vacuum (as needed)
- Put furniture back as you found it
- Turn out lights, lock door when finished

Washrooms

- Check for paper on floor
- Make sure toilets and urinals are flushed
- Wipe mirrors, sinks and counters (if needed)
- If garbage is full, empty and replace bags (provided)
- Leave in clean condition

Hallways and Common Areas

- Check any areas your group has access to
- Wipe tables/ chairs (as needed)
- Make sure garbage is in the waste containers provided/ if full take out garbage and replace bags
- Spills and messy floors are spot mopped
- Entry carpets vacuumed if needed (large groups/ inclement weather)

Gymnasium

- Be aware of outdoor footwear policies at the school
- Large gatherings that using tables and or chairs require protective gym matting to be laid out (This needs to be coordinated with BTPS Facilities Department)
- Floor swept, spills mopped
- Equipment stored properly in storage room
- Change rooms checked/ same as washrooms (see above)
- Garbage removed from bleachers
- Lights off/ door locked when finished

****If extra cleaning is required, the user will be responsible for any additional costs at _____ per hour.***

Thank you for helping us maintain our high standard of cleanliness in support of our staff and students healthy environment.