



# TOWN OF SHELBY

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## Mormon Coulee Community Center Cleaning Checklist

- \_\_\_ Empty All Trash Cans & Replace Liners
- \_\_\_ All Trash and Recycling in Dumpster (\*Dumpster Key is on the Key Ring)
- \_\_\_ Wipe Down Tables, Counters & Chairs
- \_\_\_ Return Tables & Chairs to their Original Placement
- \_\_\_ Clean Restrooms (Empty Trash, Sweep, Wipe Down Sink)
- \_\_\_ Remove all Decorations (Inside & Out)
- \_\_\_ Sweep, Dust, and Damp Mop (if needed) – Wipe Up Spills
- \_\_\_ Close All Windows
- \_\_\_ Wipe Down Fridge & Freezer
- \_\_\_ Wipe Down & Clean Out Sink
- \_\_\_ Remove All Personal Items
- \_\_\_ Turn Off Lights and Fans
- \_\_\_ Lock All Doors Before You Leave

## Mormon Coulee Open Shelter Cleaning Checklist

- \_\_\_ Empty All Trash Cans & Replace Liners
- \_\_\_ All Trash and Recycling in Dumpster (\*Dumpster Key is on the Key Ring)
- \_\_\_ Turn Off Power & Relock Power Box

\*\*If anything on this list is not completed, your deposit may not be returned to you.

\*\*If you encounter any problems, please call \_\_\_\_\_ at (608) \_\_\_\_\_ (On Call Public Works) or 608-785-5944 (Dispatch) or 9-1-1 (for Emergencies).