

Town of Hammond

Clean Up Responsibilities

Name _____

Address _____

Phone No. _____

- _____ Pick up all trash/debris (bathrooms also). Trash must be taken with you, not left anywhere on the site.
- _____ Clean counter tops, appliances and tables with soap and water.
- _____ Clean glass doors and windows on each side with window cleaner and paper towel found in cleaning closet.
- _____ Sweep the floors in kitchen, bathrooms and around carpet.
- _____ Mop floors in kitchen, bathrooms and around carpet (mop and bucket found in cleaning closet).
- _____ Vacuum carpet, (vacuum cleaner is in back utility room).
- _____ Arrange all furniture back to original lay out, (town meeting arrangement 4 rows of chairs 6 in each row). Put extra chairs on dolly or in designated places in back utility room (do not over stack).
- _____ Take all food, paper plates, glasses etc. that you brought with you.
- _____ Make sure door is locked when you leave and lights are off, air conditioning/heat as you found them.

Note: The carpet was recently replaced – PLEASE if you spill, blot it up with cold water and leave us a note so we can spot clean.

Please do all tasks indicated or we will charge you for the cleaning.

Please check off each item as completed and put form in the kitchen drawer as instructed with the key.

Your signature _____

Thank you

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