

Town of Hammond Clean Up Responsibilities

Name _____

Address _____

Phone No. _____

Date: _____

Fee: \$150

_____ Trash must be taken with you, not left anywhere the site. **NOTE: You must put clean bags in all waste containers prior to leaving.** The bags are in the top drawer to the right of the sink, white bags for bathroom, black for kitchen

_____ Clean counter tops, appliances and tables with soap and water.

_____ If you use the towels or dish cloths, please leave soiled ones on counter and we will take care of them.

_____ Clean glass doors and windows on each side with window cleaner and paper towel in cleaning closet.

_____ Sweep all floors (brooms in utility room)

_____ Mop the kitchen, bathrooms and any spills on the main floor (bucket and mop in utility room)

_____ Vacuum carpet and entry way rugs (vacuum cleaner is in back utility room).

_____ Take all food, paper plates, glasses etc. that you brought with you.

_____ Arrange all furniture back to original lay out, (town meeting arrangement of 3 rows of chairs 6 in each row). Put extra chairs on dolly (**DO NOT STACK HIGHER THAN 30 CHAIRS**).

_____ Make sure door is locked when you leave and lights are off, air conditioning/heat as you found them.

DO NOT MOVE ANY OF THE OUTSIDE PICNIC TABLES

NO LIVE MUSIC AFTER 10:00 PM

You will be assessed a cleaning fee if we find that these items were not completed as listed.

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

Your signature _____

Thank you