



# Community Center Cleaning Requirements

Community Center facilities are available to all residents, at no charge. However failure to abide by the usage policies or follow this cleaning checklist could result in loss of future use.

## KITCHEN

- Wipe down all countertops.
- Wash, dry, and put away all dishes, pans, silverware, etc.
- Dry dish drainer and store under sink.
- Empty the dishwasher
- Wipe out sink, run garbage disposal to ensure free of food items.
- If used, wipe microwave inside and out.
- If used, wipe down stove/oven, inside and out to include drip pans, burners and racks.
- If used, ensure refrigerator is clean from spills and is empty-do not leave any food items or ice.
- Do not use any liquid dish/hand soap in the dishwasher, use only products intended for a dishwasher.

## BATHROOMS

- Wipe out sinks and wipe of countertop, clean mirror if necessary.
- Clean toilets and urinals, to include under the seat, rim, and exterior of toilet bowl.
- Check stall walls for marks and dirt, wipe clean.

## MAIN AREA

- Wipe and dry all tables, including folding tables and end tables.
- Check all chairs and wipe up spills and spots as necessary.
- Check all windows, mini blinds, and doors for handprints, smudges and smears, clean as necessary.

- Lower all mini blinds and turn slats so that the blinds are open.
- Return all furniture to required position as located on supplied floor plan map.
- Remove all decorations, ensuring all tape is removed.
- Wipe out drinking fountain(s).
- Vacuum entry carpet/rugs.

## EXTERIOR

- Police grounds for trash, to include cigarette butts.
- If used, extinguish hot coals, clean BBQ racks and remove all coals- dispose of coals properly!

## OVERALL

- Empty all trash bins including bathrooms and replace trash liners. Wipe out any spills/food waste.
- Place all trash in bags in designated trash roll cart. AMH provides one 96 gallon receptacle for each user. Additional trash must be disposed of off-site.
- Richardson Only: Place all trash bags in designated dumpster. No loose trash is allowed.
- Sweep and mop all floors, including kitchen and bathrooms.
- Rinse mops and mop buckets. Hang mops to dry, do not leave in mop bucket.
- **Ensure all windows are secured and all doors are locked and pulled shut prior to placing keys in the drop box!**

This is a communal space, to ensure continued enjoyment of these facilities for all residents, please be respectful of the facility, its furnishings, the grounds and the neighboring units (noise and parking).