

## Cleaning Instructions for Ashborough East Community Building (CB)

**\*\*NO TAPE, GLITTER OR CONFETTI\*\***

All cleaning supplies will be provided by CB management. Cleaning supplies are located under the kitchen sink.

- **Do not use tape on the walls or put any holes in the wall for hanging decorations. Tape pulls off the paint, nail holes have to be filled and painted. Cleaning/repairs costs will be deducted from deposit.**
- **Vacuum all floors, including carpet.**
- **After vacuuming, use spin mop to mop hard-surface floors, including bathroom floors. Follow instructions on mop for water and solution fill lines. Solution (Pinesol) will be provided. After mopping, remove dirty mop pads and place in the plastic bag provided.**
- **Clean toilets and wipe down bathroom sinks, counters, and mirrors.**
- **Clean kitchen counters, sink, stove top, microwave and oven.**
- **Clean granite countertops and wipe down the front of the cabinets located by the entry door.**
- **Clean out refrigerator. Wipe down shelves.**
- **Wipe off any fingerprints on windows and any glass tops.**
- **Wash and dry any items borrowed from the kitchen cabinets and return to cabinets at end of event.**
- **All furniture must be put back in proper arrangement. Furniture cannot go outside.**
- **All folding chairs and tables are to be put back in the closet. Follow the closet organizer posted on the closet door.**
- **All trash and garbage will be removed from the CB and disposed of by the renter.**
- **Upon leaving, setting on HVAC system should be: Summer setting 80, winter setting 60. Please ensure all lights are turned off and all entry doors locked.**
- **Complete check list and notify chairperson the CB is ready for inspection. After inspection, renter will be contacted regarding refund of deposit check. A cleaning charge of \$50 per hour may be deducted from deposit if CB needs cleaning. Renter will be informed of any areas needing additional cleaning and given the opportunity to perform the cleaning themselves (within 24 hours unless the CB is rented for the following day, then sooner). Please report any damage to CB manager or any comments concerning your rental experience in the comments section below.**

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Comments: \_\_\_\_\_

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