

## Facilities Clean-up Checklist - Jackson Bottom Wetlands Preserve

2600 SW Hillsboro Hwy, Hillsboro OR 97123 | 503-681-6206 | JacksonBottomRentals@Hillsboro-Oregon.gov

### Clean-up Checklist

Clean-up of the rental area(s) is the responsibility of the renter with supplies provided by the Facility Attendant.

Renter's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contracted Clean-up Time: \_\_\_\_\_

#### Classroom

- |   |  |
|---|--|
| <input type="checkbox"/> Remove all decorations and debris    | <input type="checkbox"/> Clean whiteboards with whiteboard cleaner |
| <input type="checkbox"/> Wipe off tables                      | <input type="checkbox"/> Sweep mats                                |
| <input type="checkbox"/> Wipe off chairs                      | <input type="checkbox"/> Sweep floors                              |
| <input type="checkbox"/> Wipe off all counters                | <input type="checkbox"/> Mop floors                                |
| <input type="checkbox"/> Remove all food from refrigerator    | <input type="checkbox"/> Arrange tables in original configuration  |
| <input type="checkbox"/> Wipe off appliances (inside/outside) | <input type="checkbox"/> Empty trash and replace liners            |
| <input type="checkbox"/> Clean sinks                          |  |

#### Restrooms

- |  |   |
|--|---|
| <input type="checkbox"/> Flush all toilets     | <input type="checkbox"/> Empty trash and replace liners |
| <input type="checkbox"/> Wipe off all counters |   |

#### Covered Deck (if used by your group)

- |  |   |
|--|---|
| <input type="checkbox"/> Remove all decorations and debris         | <input type="checkbox"/> Clean debris in planter beds over deck railing |
| <input type="checkbox"/> Arrange benches in original configuration | <input type="checkbox"/> Sweep mats                                     |
| <input type="checkbox"/> Sweep deck—hose off any spills            | <input type="checkbox"/> Wipe off benches                               |

#### Final Closing Tasks

- Facility was inspected by Facility Attendant while accompanied by renter.
- Damages or non-functioning items were reported to Facility Attendant.
- Tables and chairs were inspected by Facility Attendant prior to returning to closet.
- Television/soundbar remote control returned to classroom drawer.
- HDMI cable returned (if borrowed).
- Final Walk-through and Lock-up (Facility Attendant): Final closing procedures including checking **ALL** doors to make sure they are completely closed and locked.

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time Patron Exited: \_\_\_\_\_ Facility Attendant Initials: \_\_\_\_\_ Patrons Initials: \_\_\_\_\_