

FACILITY USAGE CLEANING GUIDELINES

Today's Date: _____

Name of Overseer: _____

E-mail: _____ Phone #: _____

We are glad that you have chosen to use the Falls Run facility for your event. Below is a list of reminders regarding certain policies that should be followed. Also, there is a checklist to help in making sure the facility is left clean, after your event.

Policy Reminders:

1. Report any damage.
2. No loitering in the parking lot. No roaming around the facility, which includes the Billiards Room.
3. Make sure trash in the parking lot is picked up and disposed of in the dumpster provided. It is located in the corner at the far end of the parking lot.
4. In regards to decorating, please do not use thumbtacks or tape on the walls.
5. Children are required to be accompanied by an adult when using the bathrooms.

Cleaning Checklist:

- Please bring your own trash bags and cleaning supplies (paper towels, spray cleaner, wet mop, broom, dust pan, etc.).

Community Room Bathrooms:

- Wipe down bathroom countertop and sink area.

Community Room:

- Wet mop the floor.
- Wipe down all tables with damp cloth.
- Wipe down chairs, as needed.
- Put away all tables and chairs according to instructions hanging on wall.
- Make sure all trash is taken to the dumpster.

Kitchen:

- Wipe down all countertops.
- Wipe down microwave (inside and out, if used).
- Scour sink.
- Make sure all trash is taken to the dumpster.
- Sweep floor.
- Mop floor.
- Vacuum carpet.

Please leave this signed checklist at the Concierge's desk. Also, if you have any comments or suggestions, please do not hesitate to write them below.