



# Town of Alpine

## Town of Alpine Civic Center Cleaning Instructions

Due to the heavy volume of use at the Civic Center we have rules and regulations that need to be followed. As you know, you want the Civic Center to be clean and nice for your use, so does the person that rents it after you. Often the Civic Center will be used twice in the same day and/or the next day, morning or evening after your use so it is a must that it is cleaned! The following is a check list of things that need to be done in order to receive your full deposit back.

Please read and sign your name on the next page:

**KITCHEN:**

- Sweep floor
- Mop
- Wipe counters
- Clean sinks, stove, microwave, refrigerator (if used)
- Garbage Emptied & Taken to the Outside Receptacle
- The Town Does Not Supply Any Paper Products  
And/or Cooking Materials
- Turn Lights Off

**RESTROOMS:**

- Clean/sinks, toilets
- Sweep
- Mop (if needed)
- Garbage Emptied and Taken to the Outside

**HALL/FOYER AREA:**

- Sweep
- Vacuum Rug
- Mop
- Garbage Emptied & Taken to the Outside Receptacle
- Turn Lights Off

**OUTSIDE:**

- All Garbage & Ashtrays shall be emptied
- All Auction Items will be removed
- Park Areas will need to be free of garbage
- Park Lot will need to be free of garbage

**AUDITORIUM/GYM:**

- All chairs and tables returned to proper storage closet and/or area
- Sweep Floor - **"DO NOT MOP"**
- Do not touch thermostats – (Heat & Thermostats are maintained by Maintenance Crew)
- Turn Light Off

*Thank you,  
Town of Alpine Staff*

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I \_\_\_\_\_, have read and received a copy of the cleaning instructions and will what is agreed upon in order to receive a full refund.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_