



KAMAS CITY FACILITIES CLEANING LIST

These are community buildings. Rates are kept low for each person and group who use the building to be good managers and clean the building after using it. Keep in mind that you may be the person following someone else and you would expect the building to be clean. The city will have cleaning supplies available for use.

GENERAL CLEANING CHECKLIST

- Remove all decorations, strings and painters tape used to hang decorations. **Only painters tape may be used to hang decorations. Using scotch, duct tape or nails can result in the loss of your deposit.**
- Wipe up any spills on tables and chairs
- Put all chairs and tables back on their holders/cart and put away
- Mop any spills on main area floors
- Sweep and mop all floors
- Carpets and rugs must be vacuumed
- Empty all garbage cans and put new liners in them. The renter is responsible for disposing of garbage. No garbage is to be left in or outside city property
- Turn heat down to 65 degrees in winter, up to 78 degrees in summer
- Close and lock all doors and windows
- Turn off all interior lights

KITCHEN CLEANING LIST

- Remove all food from the refrigerator and freezer (including ice). All spills must be wiped up
- Wipe off stove tops including under burner trays
- Wipe out oven, cleaning up any spills and food debris
- Clean and wipe off all countertops, cabinets, and walls
- Clean, wipe down, and polish sinks (there should be no food particles left in the sinks)
- Put any equipment you use back where it came from
- Sweep and mop floors, empty trash, and put in new liners

BATHROOMS

- Wipe off sinks and clean mirrors
- Clean toilets
- Sweep and mop floors, empty trash, and put in new liners

If upon entering the building, you notice a problem, please take pictures, call and report it. We want to make sure the building meets your expectations, and we don't want to charge you for something you didn't do. We value any feedback, good or bad. We are always trying to improve.

Contact Information:

Office 435-783-4630

Public Works 435-783-6208