

OCRACOKE COMMUNITY CENTER

CLEAN-UP CHECKLIST

OUTDOOR SIGN: All signage advertisement **MUST** be removed upon conclusion of your event and letters/numbers returned to their storage area.

DECORATIONS: Use only free standing decorations or those which can be attached to walls with push pins. Be sure all decorations, tape and push pins are removed when your event is over. **DO NOT USE STAPLES ANYWHERE. DO NOT ATTACH ANY DECORATIONS TO CEILING TILES.**

SMOKING: Is not permitted in the Community Center Building. You are responsible to clean up all cigarette butts on the grounds and/or decks outside of doorways.

FOR BILLED USERS: Upon conclusion of your event -

1. Remove **ALL** personal items, including decorations and their attachments, from facility.
2. Pick up all trash, including bathrooms and exterior grounds, and place neatly in kitchen for disposal to convenience site.
3. Dispose of all personal food and beverage items including their containers. **DO NOT** leave any items in refrigerator.
4. When leaving, make sure all windows are closed, doors are locked, lights are turned off, and both thermostats are set according to the instructions located at the thermostats.
5. Return key immediately upon your departure.

FOR SELF CLEANERS: Upon conclusion of your event -

1. Remove **ALL** personal items, including decorations and their attachments, from facility.
2. Pick up all trash, including bathrooms and exterior grounds, and take with you. You are responsible for disposal of your trash to the convenience site and replacement of trash bags used.
3. Dispose of all personal food and beverage items including their containers. **DO NOT** leave any items in refrigerator.

WITHIN 8 HOURS OF THE CONCLUSION OF YOUR EVENT

4. Clean (with soap and water) and dry all tables and chairs. Return tables and chairs to their proper storage area.
5. Sweep and MOP all floors with soap and water.
6. Clean refrigerator inside and out.
7. If you have used the stove, be sure to clean, inside and out, with soap and water. Clean all counters with soap and water and make sure the sinks are **CLEANED**.
8. Wash out trash cans. (Faucet outside by kitchen exit).
6. Clean bathrooms thoroughly.
9. When leaving, make sure all windows are closed, doors are locked, lights are turned off, and both thermostats are set according to the instructions located at the thermostats.
10. Return key immediately upon your departure.

Non-compliance with any of the aforementioned items will result in retention of part or all of your damage deposit. **REPORT ANY DAMAGES AT THE BEGINNING OF YOUR RENTAL TO SECURE YOUR DAMAGE DEPOSIT.**