FORESTRY, PARKS & RECREATION DEPARTMENT

Cleaning Requirements for Deposit Reimbursement for All Renters

Any task discovered by the department as not being completed post-event may result in partial or full seizure of a deposit or will be billed back directly to the renter to cover additional incurred expenses for labor and supplies. **Renters are expected to adhere to the following cleaning requirements and to returning the facility to the standard of cleanliness provided prior to their rental.** Not all cleaning requirements may be applicable and are subject to the amenities of renter's specific rental location and requests.

General Area Cleaning

☐ Remove all personal property brought to site for your rental.
☐ Remove all decorations and fasteners used (including 3m hooks, pins, tape, etc.)
☐ Collect all trash created by your rental. Empty all garbage receptacles by placing trash bags in dumpsters on site and place new clean liners in all garbage receptacles.
☐ Wipe down all tables, chairs, changing tables, counters, mirrors, sinks, and appliances to meet standard of cleanliness provided prior to your rental. Clean up any spills or messes that are created.
☐ Return all supplies, tables, chairs, and other furniture to designated/labelled storage areas.
☐ Sweep all floors and/or mop heavily soiled areas.

Kitchen

☐ All surfaces wiped down (Countertops, shelving, stovetops).
☐ Refrigerator emptied of all contents and wiped of all spills.
☐ Sinks cleared of all debris and wiped clean and dry.
☐ Walls wiped of any food splatters.
☐ Sweep all floors and/or mop heavily soiled areas.

Bathrooms

☐ Clean any mess created outside of usual wear and tear.
☐ Collect all trash, empty all trash receptacles, and replace can liners.
☐ Sweep all floors and/or mop heavily soiled areas.

Outside Greenspace/Open Shelters

☐ Pick up litter, gum, cigarette butts, and animal feces originating during space rental.
☐ Empty all garbage receptacles and replace with new empty liners.
☐ Wipe down all tables and leave spread throughout the shelter.
☐ Clean up spills on walking surfaces.
☐ Clean and dispose of any accumulated coals in grills into allocated bins where available.

For information on location of cleaning supplies, and proper protocol on building cleanliness please refer to the pre-inspection condition and the posted cleaning supply area within the building. **Report graffiti, vandalism, and/or any maintenance problems or items broken during rental.**

Renter Printed Name:_____

Renter Signature:_____ Date:_____

If you're renting an enclosed facility, please leave a signed copy of this document inside your facility after you have finished completing all the applicable tasks above or return to the Forestry, Parks and Recreation office, after office hours place in the drop box located at the Departments front entrance located at 1633 Neva Road, Antigo WI 54409.