



# Clean up checklist!



1. ABSOLUTELY DO NOT ADJUST RESTROOM HEAT.
2. Immediately and thoroughly clean up spills (use mop and bucket or sponge mop).
3. Clean feet and skates on mats and pads located at entrances.
4. Sweep floors with large broom before damp mopping.
5. **Damp mop floor after use.** Put a damp bath towel on floor; place the dust mop on towel and damp mop the floor. **PLEASE DO NOT USE ANY OIL BASE PRODUCTS!**
6. Spray disinfectant/cleaner, scrub/wipe off, and flush toilets/urinals.
7. Clean sink, toilet/urinal with products provided.
8. Empty trash cans and replace bags, empty restroom cans into larger cans and reuse bag.
9. Turn out lights inside the Exhibit Hall. Leave entry lights on breaker box “on”, but turn “off” on switch by entry door.
10. All electricity must be switched “OFF” on panel that renter turned “ON”. DO NOT TOUCH RESTROOMS HEAT switch!
11. Lock ALL doors, including restrooms!
12. Make repairs/replacements if needed or bring to attention of Extension office/Fair Board.

***PLEASE INFORM EXTENSION OFFICE or FAIR BOARD IF REPAIRS, MAINTENANCE OR ANY SUPPLIES ARE NEEDED.***

- Please keep skates organized!!
- If facility does not meet criteria upon review renter will be first called and given the option to go back and clean to specifications, if they refuse, they will be billed for maintenance at \$25/hr. Please clean and maintain facility for further use!

**MUST RETURN KEY TO EXTENSION OFFICE IN ACCORDANCE TO SCHEDULE**

- Keys should be returned the following day of your rental by NOON or you will be charged for an additional day.
- Saturday events keys may be returned Monday.
- **Keys may be placed through the mail slot at the Extension Office.**