NOTE: Please use this checklist to confirm that all recommended care items have been completed as scheduled. Any areas of concern should be reported to those responsible for coordinating maintenance activity.

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| AFTER EVERY MEETING |
| * Straighten chairs and row seating * Tidy restrooms and check supplies * Empty trash receptacles as needed * Vacuum carpets in high traffic areas |

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| WEEKLY CARE – INTERIOR/EXTERIOR |
| * Clean glass and mirrors * Dust countertops, furniture, window blinds * Replenish supplies * Clean bathroom sinks * Clean toilets and urinals * Wipe down bathroom wall tile and stall doors * Thoroughly vacuum all carpets * Sweep floors * Mop tile floors * Empty trash * Organize storage areas * Collect trash or debris on property * Cut grass and trim lawn (seasonal) * Pull weeds in landscaped areas (seasonal) * Clear snow/ice accumulation (seasonal) |