



BERNARD W. BROWN COMMUNITY CENTER

Community Room Clean-up Checklist

629 N. Market Street, Frederick, MD 21701

Completion of this checklist is required for return of security deposit.

- TRASH:** All trash must be collected and removed by the renter prior to the end of the reservation. All trash bags must be deposited in the green bins behind the BBCC. A new trash bag should replace the old one. Trash bags are located in the black plastic basket in the community room closet.
- KITCHEN:** All dishes must be cleaned and removed. All items brought by renter must be removed from refrigerator/freezer and surfaces must be wiped down. All surfaces (including counters, sinks, fridge, freezer, floor, etc.) should be cleaned prior to the end of the reservation time. A mop and sweeper is available if needed. All remaining food will be donated or disposed of within 24 hours of reservation.
- FLOORS:** Floors in community room and kitchen should be swept prior to the end of the reservation time. Brooms/sweepers are located in the closet in the Community Room. The mop is located behind the kitchen door.
- TABLES:** Tables are located in the closet in the community room and are available to use for a fee. Please do not drag the tables across the floor. All tables must be returned to the closet in the same place they were originally located before the reservation time has ended. Please use two people to handle the large tables in order to avoid injury to people or damage to the building.
- CHAIRS:** Chairs are located around the outside of the community room and are available to use as part of the rental fee. Please do not drag the chairs across the floor. All chairs must be returned to the perimeter of the room before the reservation time has ended.
- EQUIPMENT:** All equipment must be reserved in advance, signed out at the beginning of the reservation, and then returned to the staff member on site before the reservation time has ended.
- PERSONAL ITEMS:** All personal items must be removed before the reservation time has ended. The BBCC will not assume responsibility for personal items brought or left in the facility by the renter or guest. Any items left behind will be donated or thrown away.
- DAMAGED ITEMS:** Any damage to the BBCC building or equipment must be reported. Under no circumstances should anything be attached to the walls or other building surfaces. Doing so will forfeit the security deposit.
- WHITEBOARD:** If the whiteboard is used, please clean it prior to the end of the reservation. Any information left on the whiteboard will be removed by staff.
- THERMOSTAT:** Set the thermostat to 71 degrees.

Please complete and return this checklist to the staff member on site, fifteen (15) minutes prior to the end of the reservation. At that point, an inspection will take place and the security deposit will be returned if all requirements have been met.

Cleanup Checklist was completed in a satisfactory way and security deposit refund has been approved:

HACF Staff Member: _____