

# LAKEVIEW CENTER

## *Clean-Up Checklist*

**\*NOTE: Paper products and cleaning supplies are in cabinets upstairs; broom, mop and vacuum in lower level supply room.**

### Upper and Lower Floors:

1. Wipe off tables and countertops
2. Put tables and chairs away
3. Clean out microwave and any other appliances used
4. Vacuum carpet, sweep and mop as needed
5. Take out garbage and replace with new trash can liner; pick up garbage from decks, lawn and beach caused by your use; put garbage and recyclables in appropriate containers located at the boat landing, or take it with you.
6. SUMMER USE: Close blinds when finished in order to help cool the building.  
  
WINTER USE: Open blinds when finished in order to help heat the building **and** set thermostat at 65° when finished.
7. During the winter months, please bring any trash that is yours back to the county and toss in the dumpster.

Please help keep our parks clean.

# Supplies / Repairs Needed Form

Please check the following items as you are cleaning up and indicate below if they are in need of repair and/or replacement:

**NO Supplies/Repairs Needed** \_\_\_\_\_

**Supplies Needed:** \_\_\_\_\_ Hand Soap      \_\_\_\_\_ Bathroom Towels  
\_\_\_\_\_ Trash Bags      \_\_\_\_\_ Toilet Tissue

MISC. supplies \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Repairs needed:** \_\_\_\_\_ Tables      \_\_\_\_\_ Chairs  
\_\_\_\_\_ Blinds      \_\_\_\_\_ Doors  
\_\_\_\_\_ Other (Please specify):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date of Use

\_\_\_\_\_  
Signature

PLEASE COMPLETE AND RETURN THIS FORM, ALONG WITH THE LAKEVIEW KEY, TO THE PARK DIRECTOR AND/OR THE ADMINISTRATOR'S OFFICE UNLESS ALTERNATE ARRANGEMENTS\*\* HAVE BEEN MADE IN ADVANCE. Thank you.