

**MILLSAP ISD FACILITY USE CLEAN-UP CHECKLIST**

- Decorations – remove all decorations
- Chairs – folded, stacked, or placed in original order
- Tables – wiped down and placed in original order (please do not drag across floor when moving)
- Trash – remove trash and leftover food from premises (replace liners)
- Dishes – wash and dry all dishes used
- Appliances – clean appliances used (oven, refrigerator, and microwave)
- Counter Tops – clean and wiped down
- Floors – swept clean and spills wiped up or vacuumed
- Outside Area – pick up garbage and sweep entrance, if excessively dirty
- Restrooms – sinks and floors swept clean and spills wiped up, toilets flushed, trash removed
- Lights – turn off all lights
- Doors – lock up and make sure all entry doors are secured
- Keys – returned according to arrangements

Facility User Contact \_\_\_\_\_ Event Date \_\_\_\_\_

**To be filled out by Custodial and Maintenance Directors**

Was facility left in satisfactory condition?  Yes  No

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Inspected By \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Administration use only:**

Does this group qualify to use a district facility for a future event?

Yes  No