



City of West Branch

121 North Fourth Street • West Branch, Michigan 48661
(989) 345-0500 • Fax (989) 345-4390 • e-mail: cityhall@westbranch.com

West Branch Community Center Cleaning Checklist

Please check off this list, sign and return to City Hall with the key on the next business day after your reservation is completed. All supplies for cleaning are located in the furnace room on the yellow cart.

Bathroom

- Check toilets and clean as needed
- Wipe sinks, counters and mirrors
- Sweep and damp mop floors
- Remove trash (Brick dumpster enclosure located on north side of building)

Main Room

- Vacuum entrance between double glass doors and the rugs on the inside of entrance
- Wash glass doors inside and out
- Wipe down tables and chairs
- Place all but 15 tables and all but 60 chairs back in storage closet.
- Use the large dry mop to sweep the floor
- Use the regular damp mop and bucket (plain water only) to wash the floor
- Remove trash (Brick dumpster enclosure located on north side of building)
- Check ceilings for tape and string
- Make sure windows are closed and locked

Lock Doors & Miscellaneous

- All items moved must be put back in original location
- All lights turned off (including bathrooms)
- Lock side entrance doors and back door if used
- Lock the main entrance doors
- Exit using the main entrance doors
- Return key and check lists to City Hall to ensure refund of your security deposit.

Cleaning

- Wipe & Sanitize Counters
- Sweep Floor
- Vacuum rug in front of kitchen exit door
- Damp mop floor
- Clean Stove Top (if used)
- Clean Oven (if used)
- Clean Serving Table (if used)
- Clean Refrigerator inside and out (if used)
- Remove trash (Brick dumpster enclosure located on north side of building)

Locking & Unlocking Main Door

To Unlock: Take hex key that is hanging by door on a chain and place in the hole beside the bar on door. Press door bar in and hold while turning hex key until bar stays in the "pressed in" position. Door will remain in an unlock position.

To Lock: Place hex key in hole beside the bar on door. Turn hex key until bar pops out. Door will remain in a locked position.

Shut Offs

- Oven
- Stove
- Stove Hood Fan
- Garbage Disposal
- Serving Table
- Lights

If you have a problem please call the emergency telephone numbers below.

1. West Branch City Police Office 345-2627 or Cell 989-701-5011
2. Dennis Jameson Cell 989-329-7035

Sign: _____ Date: _____



"City with a Smile"