

Laurel B. Johnson Community Center
Center Use Cleaning Instructions

Restrooms

Please inspect and make sure

- 1) All trash is picked up off the counter and floor.
- 2) All toilets are flushed.
- 3) If the floor is dirty, please sweep it clean.
- 4) All garbage bags are tied tightly (including ones in the stalls) and placed outside in the dumpster with the lid securely closed. All waste baskets have new garbage bags.
- 5) The counter and sinks are wiped down with Lysol spray.
- 6) All lights are turned off.

Main Room

Please inspect and make sure

- 1) All tables are wiped clean
- 2) The temperature is turned down to 60 degrees
- 3) If the coffee pots are used, the Bunn coffee pots remain plugged in and all burners are turned off. Please empty all coffee grounds from the basket, rinse carafes and wipe the counter clean.
- 4) If coffee cups are used, they are rinsed and placed in the kitchen sink.
- 5) The room is vacuumed. If something is spilled on the carpet, please notify the building manager.
- 6) All garbage bags are tied tightly and placed outside in the dumpster with the lid securely closed. All waste baskets have new garbage bags.
- 7) All doors are closed tightly and locked.
- 8) All lights are turned off. (The ceiling fans remain on.)

Supplies/Equipment

- 1) No table cloths are being provided for your event.
- 2) Extra toilet paper, paper towels and bathroom garbage bags are located in a cupboard in the women's restroom.
- 3) Extra garbage bags for the kitchen and the main room are located on the stainless steel rack in the area as you move from the main room to the kitchen.
- 4) Cleaning cloths are located in the upper cupboard on the left as you enter the kitchen. Simply wet the cloth and use the lemon spray that is in the spray bottle on the kitchen counter.
- 5) The brooms, dust pans and vacuum are located in the water heater room off the kitchen by the stove.

**Please note: No food preparation, cooking, or dishwashing is permitted
in the kitchen during your event.**

Contact: Larry Robinson, Building Manager
Cell # 206-795-9278

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