



CITY OF DONALD

10710 Main Street N.E. • P.O. Box 388 • Donald, OR 97020-0388

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www.donaldoregon.gov

Emergency pager for Water and Sewer: 503-301-6479

Post Event Cleaning Instructions

Per section A2 of the Community Center User Agreement, in the event damages occur or the facility is not cleaned as outlined in the Post Event Instructions (below), all or part of the deposit may be applied to restoration costs, which are the Client's sole responsibility. The forfeited amount is based on repair or replacement costs or the level of cleaning required post event. This amount will be determined by City staff in its sole discretion.

General Rule: If you used it, clean it!

____ REMOVE ALL FOOD AND PERSONAL ITEMS

____ CLEANUP ANY SPILLS AND REMOVE DEBRIS

____ WASH DISHES

____ SWEEP FLOOR

____ WIPE OUT ANY USED CABINETS

____ MOP FLOOR

____ WIPE OUT ANY USED DRAWERS

____ LEAVE RESTROOM IN SAME CONDITION YOU FOUND IT

____ CLEAN ANY SPILLS ON CABINET & DRAWER FRONTS

____ PICK UP TRASH INSIDE/OUTSIDE – LEAVE IN METAL CAN

____ DISINFECT KITCHEN SINK & COUNTER TOPS

____ REPLACE GARBAGE CAN LINER

By signing below, you agree that every item on the Post Event Cleaning Instructions has been completed.

Signature: _____ Date: _____

Please use the space below to report any issues with the Community Center or its amenities.

Please indicate what (if any) supplies are needed:

____ Toilet Paper ____ Dish Soap ____ Hand Soap ____ Sponges ____ Hand Towels

____ Paper Towels ____ Garbage Bags ____ Other: _____
