



BERNARD W. BROWN COMMUNITY CENTER

Community Room Clean-up Checklist

629 N. Market Street, Frederick, MD 21701

Building Manager: Becky Wallace | 240-578-4013 | BBCC@hacfrederick.org

Completion of this checklist is required for the return of the security deposit.

- TRASH:** All trash must be collected and removed by the Responsible Party prior to the end of the reservation. All trash must be deposited in the green bins and recycling in the blue bins behind the building. Place a new trash bag—found in the drawer under microwave in kitchen)—in the trash can.
- KITCHEN:** All dishes must be cleaned and removed. All items brought by the Responsible Party must be removed from refrigerator/freezer and surfaces must be wiped down. All surfaces (including counters, sinks, fridge, freezer, floor, etc.) should be cleaned prior to the end of the reservation time. Sweepers/brooms are in the Community Room closet. The mop is under the kitchen sink. (*NOTE: All remaining food will be donated or disposed of within 24 hours of reservation.*)
- FLOORS:** Floors in the Community Room and kitchen should be swept prior to the end of the reservation time.
- TABLES:** Tables are in the closet in the Community Room and are available to use for a fee. **Please do not drag the tables across the floor.** All tables must be returned to the closet in the same place they were originally located before the reservation time has ended. Please use two people to handle the tables to avoid injury to people or damage to the building.
- CHAIRS:** Chairs are located around the outside of the Community Room and are available to use as part of the event fee. **Please do not drag the chairs across the floor.** All chairs must be returned to the perimeter of the room before the reservation time has ended.
- EQUIPMENT:** All equipment should be reserved in advance, signed out at the beginning of the reservation, and then returned to the staff member on site before the reservation time has ended.
- PERSONAL ITEMS:** All personal items must be removed before the reservation time has ended. The BBCC will not assume responsibility for personal items brought or left in the facility by the Responsible Party or guest. Any items left behind will be donated or thrown away.
- DAMAGED ITEMS:** Any damage to the BBCC building or equipment must be reported. Under no circumstances should anything be attached temporarily or permanently to the walls or other building surfaces (including using tape, tacks, nails, glue, or any other method).
- WHITEBOARD:** If the whiteboard is used, please clean it prior to the end of the reservation. Any information left on the whiteboard will be removed by staff.

Please complete and return this checklist to the staff member on site, fifteen (15) minutes prior to the end of the reservation. At that point, an inspection will take place and the security deposit will be returned if all requirements have been met.

Cleanup Checklist was completed satisfactorily and security deposit refund has been approved:

HACF Staff Member: _____