

Spring Lake Township List of Clean-Up Responsibilities

Meeting Room

- Wipe down all tables and chairs.
- Return tables and chairs to their original configuration.
- Remove all decorations, signage, etc. including any tape on tables or walls
- Clean any spills or soiled areas
- Vacuum the carpet

Kitchen

- Remove all items from the refrigerator, freezer, sink and microwave.
- Wipe down the refrigerator interior and exterior.
- Clean all counter-tops and sink.
- Sweep the floor.
- Clean microwave interior and exterior
- Close and lock rolling service doors
- Empty all trash containers. Place bags trash in the dumpsters located in the Town Hall parking lot.
- Clean any spills or soiled areas

Outdoors

- Remove any refuse left on the veranda or lawn
- Clean up any smoking materials not disposed of in the proper receptacles
- Remove all decorations, signage, etc.