

Hill City Center Clean-up Checklist

1. **Cleanup must take place the day you are done with your event.**

2. Please wipe down & put away all tables & chairs that you use. All large rectangular table must go back in the racks (they will all fit if stacked tightly, this may take 2 people). All equipment, chairs, tables, etc, must be lifted or carried when moved, **no dragging please**.

Cleaning: The **cleaners, sanitizer solution, and black trash bags** are located in the kitchen, in the center island cabinet, under the sink. **Please bring your own cleaning towels to wipe surfaces, countertops, chairs, etc.**

3. If you affix anything to the windows or doors, please remove and wash the windows. Windex is located in the kitchen in the center island cabinet, paper towels are in the kitchen, usually by the hand wash sink. Please to not use any glue or permanent adhesives.

4. Brooms and mop are located in the storage room off the kitchen. Please sweep and mop room(s) you used, including the hallway. Clean & sweep/mop the kitchen if you used it (includes cleaning the ovens, grills, etc. if used).

5. Vacuum cleaners are also located in the storage room off the kitchen. **Vacuum entryway rugs at all entries that are used.**

6. Dishes and kitchen equipment must be washed, dried and put away. The oven and grill must be wiped out, if used.

7. All food items must be removed from the kitchen, refrigerator, and freezers before the key is returned. Any items left behind will be disposed of.

8. Clean bathroom countertops. Make sure nothing is on the floor or left in the stalls.

9. Remove all trash from the Center, including the bathrooms & kitchen. If there is just a little in a basket, combine them into one bag and take out to the dumpster. Our dumpster is located in the alley by the Scout Hall (the old brown log building). **The trash key is in the storage closet with the tables and chairs, hanging up next to the light switch.** Put clean, new bags in the cans. Black trash bags are in the kitchen in the center island cabinet. White trash bags are located in the sliding drawer directly above the kitchen trash can.

10. Return the key to the City Coordinator on the next business day following your event. Office hours are 8am-5pm, Monday-Friday. City Hall address: 243 Deerfield Rd., Hill City, SD 57745. (605)574-2300. Please alert City Coordinator if other arrangements need to be made for key drop off. Please alert City Coordinator of any damages or malfunctions you experienced during your event.

11. **Make sure all exterior doors are locked when you leave.** Allen wrench key is located on the handicapped push button by the south door. ***Note: This is the last thing you do when leaving the Center. Once you lock these doors from the inside you cannot get back into the building.**

Thank you for your cooperation and for using Hill City Center for your event!