

# CITY OF DORRIS

## CITY HALL CLEAN-UP CHECK LIST

- ❑ Empty all trashcans including the bathroom cans into dumpster. There will be an extra charge for anything outside of the dumpster. Do not overflow the dumpster, as there is also an extra charge by the waste disposal company.
- ❑ Clean kitchen counters, stovetops, refrigerator and ovens. Be sure ovens and stoves are off and all food has been removed.
- ❑ Put up all chairs and tables back in their storage racks or you will be required to do so before deposit is refunded or you may be charged.
- ❑ Sweep/mop entire hall, kitchen floor and bathrooms. Floors must be clean and not sticky.
- ❑ Remove all decorations. Nails are not allowed to put up decorations. Remove tape and thumb tacks from walls.
- ❑ Lock all doors, front, side and kitchen and shut all windows and make sure they are locked. There will be a \$60.00 charge for any damaged blinds.
- ❑ Turn off all lights (including bathrooms). Leave front porch light on if you're closing at night.
- ❑ DO NOT CHANGE THERMOSTAT PROGRAMS. Only adjust temperatures as explained. If the heat is left on at a high temperature and runs for an excessive amount of time, you will be charged accordingly at the discretion of the City of Dorris.

If the City Of Dorris has to clean the Hall,  
the TOTAL SECURITY/CLEANING DEPOST WILL BE FORFIETED

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