

ROC Rental Community Room & Kitchen Clean Up Checklist

Please do not use pins of any kind to hang up decorations.



We're so glad that you were able to enjoy the ROC facilities for your event! To ensure that we can continue to provide this service to groups such as yours, we need your help with cleaning up. Please make sure to do the following before you leave:

1. Wipe off all the tables and serving tables with hot soapy water. Buckets are located under the sink and dish rags/towels are in the labeled drawers.
2. Vacuum the carpet in the Community Room. Be sure to get under all the tables and chairs. Vacuum is located in the corner by the trash cans.
3. Sweep the kitchen floor and wipe up any spills. Broom and dustpan are behind the kitchen door next to the freezer.
4. Please wash and dry all dishes you used. Make sure they are placed back into the labeled drawers/cupboards.
5. Make sure to take all of your food from the refrigerator.
6. Bag up and empty all garbage's used in the Kitchen/Community Room. Please place garbage bags in the dumpsters located in the West end of the parking lot between the ROC and Lions Community Center.
7. Place any used dish rags/towels in the basket under the sink. There are 4 towels and 6 dish rags that should remain at the ROC.
8. Check bathrooms and make sure all toilets are flushed.

