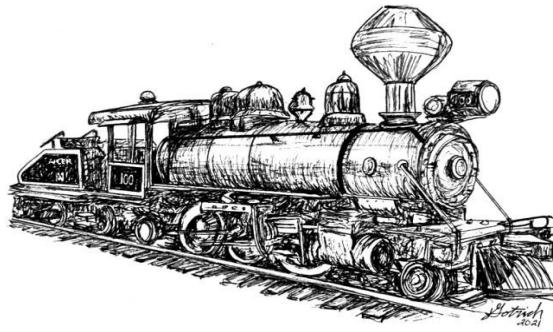


Town of Century
7995 N. Century Blvd.
Century, Florida 32535



www.TownOfCenturyFlorida.com
(850)256-3208

Town of Century Ag Building Rental Cleaning Checklist

Kitchen

- Wipe down all counters and prep surfaces
- Clean sinks and faucets (no food residue)
- Wipe down exterior of all appliances (fridge, oven, microwave)
- Empty refrigerator/freezer (if used)
- Clean inside of microwave (if used)
- Mop kitchen floors
- Empty trash cans and replace liners
- Ensure all dishes are cleaned and put away

Lobby

- Dust all surfaces and decorations
- Wipe down tables, chairs, and counters
- Vacuum or mop floors
- Empty trash/recycling bins and replace liners

Bathroom(s)

- Clean toilets, sinks, and mirrors
- Wipe down counters and faucets
- Mop bathroom floors
- Empty trash cans and replace liners
- Address any odors (use air freshener if needed)

Main Event Room

- Sweep, vacuum, or mop floors
 - Wipe down tables and chairs
 - Remove all decorations and personal belongings
 - Take down all banners, signs, or displays
 - Empty all trash bins and replace liners
 - Spot clean walls as needed (scuffs, fingerprints)
-

Final Walkthrough

- Ensure all lights and appliances are turned off
- Secure all doors and windows
- Return any furniture/equipment to original layout
- Return AC Setting to 76 Degrees
- Report any damages or issues before leaving (Call the Afterhours number 850-256-3208)

Town of Century Ag Building Rental Do & Don't List

Do:

- Clean up any spills right away
- Return tables, chairs, and rented items to original placement
- Place all trash in bins and empty if full
- Remove all personal belongings
- Supervise children at all times
- Report any damage or concerns before departure (Afterhours number 850-256-3208)
- Follow posted kitchen and safety guidelines

Don't:

- Do not use glitter, confetti, or other hard-to-clean decorations
- Do not attach items to walls/ceilings with tape, nails, or glue
- Do not leave food in sinks, refrigerator, or on counters
- Do not overfill trash bins—empty when full
- Do not block exits or safety equipment
- Do not smoke inside the building
- Do not allow unauthorized people in restricted areas

Thank you for helping keep the Town of Century Ag Building clean and ready for the next event!

This form **MUST** be turned in with the key to be REFUNDED any deposit!

Signature of Renter

Date