

Semi-annual Cleaning Task List

Pioneer Park Dance Center

Sign off on tasks you complete and give your club affiliation:

Club Name

- _____ Wash windows inside/outside and between
- _____ Wash walls in men's and women's restrooms
- _____ Wash curtains
- _____ Clean and vacuum all 3 ceiling vents and registers
- _____ Clean hanger shelves and racks
- _____ Clean mirrors including restrooms
- _____ Wash white plastic chairs

Kitchen and Pantry

- _____ Clean all cupboards* Discard all opened foods if not dated/recent
- _____ Clean refrigerator and freezer
- _____ Clean behind refrigerator, under stove, and under microwave
- _____ Clean stove, oven and microwave oven
- _____ Clean counter and appliances
- _____ Clean shelves in pantry, rearrange and straighten as necessary

*Each club should be responsible to clean its cupboards.

Basement/Side Porches

- _____ Sweep/vacuum/hose down porches
- _____ Clean (sweep) basement stairs and floor
- _____ Take floor mops to Laundromat to be washed
- _____ Sort, box and label each club's belongings and place on that club's shelves

**When finished in the basement,
there shall be nothing left on the top shelves, floor or tables.**