

Hope Township Hall – Cleaning List

1. Wipe off all tables/chairs and put them away.
2. Clean kitchen counters, stove, microwave etc.
3. Remove all food from refrigerator/freezer.
4. Put **bagged** trash and recycling in proper bins outside of kitchen door.
5. Trash bags are located in cupboard next to refrigerator.
6. Be sure toilets are flushed.
7. Turn AC to 75 degrees/ Heat to 65 degrees.
8. Close windows and double doors.
9. Turn off lights/fans.
10. Lock doors.
11. Please make sure ALL TRASH IS BAGGED.