

Greater Jefferson Community Center

107 N Main Street • Jefferson, Oregon 97352
(541) 327 – 7996

"The Community Gathering Place"

After-Use Cleaning Information & Instructions

We, the volunteers of the Greater Jefferson Community Center, welcome you and hope this facility meets your needs. Because the cleaning service for the Community Center is limited, all facility users are asked to tidy the space after use. Cleaning supplies are in the utility closet in the Event Room, located behind the door leading from the kitchen.

For All Facility Users

- Wipe down tables with vinegar and water spray (found in the cleaning closet).
- Return tables and chairs to storage unless asked by GJCC volunteer to leave them in place.
- Clean up spills on the wood floor with a slightly damp cloth.
- Clean floor with the dry mop or vacuum.
- Use extreme care if it is necessary to move furniture on the wood floor, and return furniture at the end of your event.
- Remove any decorations you provide (and, especially any tape used to adhere them).
- If a trash can is full, remove the bag and take it to the garbage bin just outside the back door. Extra trash bags will be found in the bottom of the can.

Kitchen (if used):

- Switch "OFF" coffee maker. (Do not unplug.) Dump grounds and clean carafes.
- Remove all food from counters, sinks, and floor.
- Load used dishes/utensils and run dishwasher. Additional items must be handwashed. Do not leave dirty dishes in the sink.
- Wipe down counters, stove, and microwave. Use a wet, then a dry, cloth on the stovetop.

Bathrooms:

- At the end of your event, it may be necessary to sweep the floors and use the sanitizing wipes provided for a quick clean-up.

As You Leave:

- Check to be sure the back, side and front doors are ALL LOCKED.
- Check to be sure that faucets, lights and the coffee maker are ALL OFF.