

Hutchins Street Square CLEANING RULES & CHECKLIST

The following rules MUST be followed or complete forfeiture of your cleaning deposit is at stake:

- NO SMOKING inside the HSS building OR within 20 feet of any doorway.
- Recyclables MUST be disposed of in appropriate containers and dumpsters
- Use a plastic bag or carpet on floors to guard against moisture damage
- Dump all unused ice and water on the concrete NOT THE GRASS
- NO tape, pins or tacks may be used on any wall, door, floor or other surface
- Movement of furniture and partitions must be done by HSS Staff ONLY
- If carpet needs to be cleaned, you must notify HSS staff within 24 hours
- If you will have glitter or confetti, you must request a vacuum cleaner beforehand
- If someone in your party becomes extremely ill during your event, please call 911 first; then call your HSS contact to report the incident
- Unless you are renting the piano(s), do NOT touch or move them
- Use only a mild soap and water solution to clean HSS facilities
- No vehicles on Plaza or lawn areas of the Square
- Do not dump anything into unlined trash cans – Maintenance will advise where these are stored during initial orientation

The following checklist should be used at the end of your event to help ensure the refund of your cleaning deposit. If you have any questions, please call Toni Giggey at 209/333-6800, ext. 2465.

- Floor(s) cleaned of all garbage (including glitter or confetti) and mopped (no food/drink spills visible)
- Bar and tables wiped down (no food or drink spills visible)
- Chairs wiped down (no food or drink spills visible)
- Bring in all equipment from outside
- All kitchen surfaces (counters, sinks, walls and floor) cleaned and mopped
- Coffee Urns cleaned
- Microwave cleaned
- Refrigerator cleaned
- Freezer cleaned
- Warming ovens cleaned
- Garbage and recycling dumped in appropriate containers/dumpsters in either north or south parking lot
- Garbage and recycling containers rinsed clean
- All parking lots and outside areas free of garbage and debris
- Bathroom floors clean of all garbage and debris
- ALL personal belongings, decorations, boxes, balloons, etc. removed from the premises

The undersigned acknowledges receipt of a copy of the cleaning rules & checklist:

Signature

Date

Signature

Date