

## **ARC Self - Cleaning Requirements**

Thank you for helping us ensure the space is clean and ready for the next guest.

- Next to the back door is a closet that contains cleaning supplies and trash bags.
- Mop any spills or food residue with the Murphy Wood Floor Cleaner provided in the white basket on the bottom shelf.
- Ensure that all the tables have been wiped clean.
- Place all tables and chairs in the large bathroom, against the wall.
- Sweep the floors.
- Wipe down and ready the restrooms; wipe down sink & toilet with all-purpose cleaner. Clean the mirror with Windex.
- Place a clean trash bag in each receptacle. The receptacles will have a clean trash liner inside of it.
- Remove any used trash bags and place them in the dumpster, outside the back door on the right side of the building.
- Please do not leave any leftover items (including food) at the ARC or in the refrigerator.
- If the thermostat was adjusted, please return to the original temperature AC-77 or Heat-64.
- Please ensure that as you exit the building:
  - The space is clean and ready for the next person
  - All lights are turned off or unplugged
  - All Doors are locked
  - The keys are back in the lock box and
  - The lock box code has been spun so that the numbers you were provided are not showing.

## **ARC Cleaning Option - \$50.00 Fee**

- This cleaning option provides clean-up after your event.
- The \$50.00 fee is paid separately from the event use payment.
- The \$50.00 fee must be paid at the time of your reservation.