

## OAKWOOD/ROSEWOOD ROOM USE RULES

- TABLES** All tables must be wiped clean and sanitized to Maricopa County Health Codes. Sanitizing tablets and a red sanitizing bucket are available under the kitchen sink.
- CHAIRS** Check to see that all crumbs &/or spills are cleaned from chairs.
- FLOORS** Must be dry mopped (swept) and any spills must be wet mopped. Mops &/or Brooms – return to closet. Wet mop left in upside down position. Do not leave mop in bucket to dry.
- LIGHTS/FANS** Must be shut off in restrooms, kitchen, and main room.
- WASHROOMS** When the event is over, shut off all lights and check for running water. Do not dispose of any food items in the toilets, sinks or trash cans. Do not dispose of any personal items in the toilets.
- CABINETS** Counter tops must be cleaned and sanitized. All spots and marks removed. Any spills down the front of cabinets must be wiped clean. Sanitizing tablets and a red sanitizing bucket are available under the kitchen sink
- DOORS** At the end of event, check all doors to make sure they are latched and locked. Close door leading into hallway.
- WALLS/CEILINGS**  
NO nails, tacks, pins, staples, tape, adhesive, or any other means of attaching anything to the walls or ceiling will be allowed.
- TRASH**  
All trash must be disposed in trash container which is located in the rear of the building (south of Bocci Ball Courts).

A 33-gal bag must be replaced into clean trash containers. Please bring your own supply of trash bags. While the maintenance crew does everything they can to keep extra bags in the can, there is no guarantee that other scheduled events haven't already used them. Please bring your own trash bags.

**ALL AREAS ARE NONSMOKING**

**ANYONE WHO ABUSES THE PRIVILEGE OF ROOM USAGE WILL BE DENIED ALL FUTURE RESERVATIONS OF ANY ROOM! THIS ALSO INCLUDES OUTSIDE GROUNDS AND FACILITIES!**

## **OAKWOOD/ROSEWOOD KITCHEN USE RULES**

### **SINK AREA**

Sink cleaned.  
Garbage Disposal cleaned.

### **COUNTER TOPS**

Must be cleaned and sanitized. All spots including marks removed.  
Any spills down the front of cabinets must be wiped off. Sanitizing tablets and a red sanitizing bucket are available under the kitchen sink

**DO NOT LEAVE MISC. UTENSILS OR ITEMS ON COUNTER**

### **COFFEE POTS**

Cleaned, dried & returned to lower cabinets.

### **REFRIGERATOR/FREEZER**

Inside clean  
Outside clean  
Remove all food

### **FLOOR**

Must be swept and wet mopped if necessary.

### **CLOSE KITCHEN DOOR**

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