

LEAMINGTON TOWN

TOWN HALL & PARK

CLEANING SCHEDULE & CHECKLIST

The Town Hall and Park facilities shall be maintained through routine weekly light/spot cleaning and three scheduled annual cleaning periods.

1. AUGUST – PRE-LABOR DAY DEEP CLEANING

Purpose: Prepare the Town Hall, Park facilities, and associated public areas for Labor Day and Leamarado Days activities.

A thorough preparatory deep cleaning shall be completed **during August and before Labor Day each year.**

This cleaning shall include, as applicable:

- ☐ Thoroughly clean and mop hardwood floors
- ☐ Thoroughly vacuum carpeted areas
- ☐ Clean baseboards and trim
- ☐ Dust and clean ledges and window sills
- ☐ Clean accessible window tracks
- ☐ Wash interior windows and glass doors
- ☐ Remove cobwebs throughout facilities
- ☐ Thoroughly clean bathrooms
- ☐ Thoroughly clean kitchen
- ☐ Clean stairs, handrails, and common areas
- ☐ Clean auditorium and stage
- ☐ Clean banquet room
- ☐ Clean park concession building
- ☐ Thoroughly clean park bathrooms
- ☐ Empty and clean trash containers
- ☐ Identify and report maintenance problems
- ☐ Complete other cleaning necessary to present the facilities in a clean, orderly, and event-ready condition

Expected Time: Approximately 10–20 hours.

The exact date or dates shall be coordinated with the Town to ensure the work is completed before Labor Day activities begin.

2. POST-LABOR DAY / LEAMARADO DAYS CLEANUP

Purpose: Restore the Town Hall and Park facilities following Labor Day and Leamarado Days activities.

Following Labor Day and Leamarado Days, the custodian shall perform an **additional, more intensive cleaning** of areas affected by the celebration.

This cleaning is more extensive than normal weekly light/spot cleaning but is **not intended to be a full deep cleaning**.

As applicable:

- ☐ Remove event-related trash and debris
- ☐ Empty and clean trash containers
- ☐ Sweep/vacuum floors
- ☐ Mop floors as needed
- ☐ Clean bathrooms thoroughly
- ☐ Clean kitchen and food-preparation areas
- ☐ Wipe tables, counters, and commonly used surfaces
- ☐ Clean spills and visible marks
- ☐ Spot-clean windows and glass
- ☐ Remove cobwebs
- ☐ Clean concession building
- ☐ Clean park bathrooms
- ☐ Return tables, chairs, and other furnishings to their normal locations
- ☐ Inspect facilities for damage resulting from events
- ☐ Report maintenance or repair needs to the Town

Expected Time: Approximately 8–12 hours, depending on event use and facility condition.

The actual time required may vary depending upon the size and extent of Labor Day activities.

3. JANUARY – POST-HOLIDAY DEEP CLEANING

Purpose: Provide a second major annual deep cleaning following the Christmas and New Year holiday season and prepare the facilities for the coming year.

A thorough deep cleaning shall be completed **during January each year, following the Christmas and New Year holiday events.**

This cleaning shall include, as applicable:

- ☐ Thoroughly clean and mop hardwood floors
- ☐ Thoroughly vacuum carpeted areas
- ☐ Clean baseboards and trim
- ☐ Dust and clean ledges and window sills
- ☐ Clean accessible window tracks
- ☐ Wash interior windows and glass doors
- ☐ Remove cobwebs throughout facilities
- ☐ Thoroughly clean bathrooms
- ☐ Thoroughly clean kitchen
- ☐ Clean stairs, handrails, and common areas
- ☐ Clean auditorium and stage
- ☐ Clean banquet room
- ☐ Clean park concession building
- ☐ Thoroughly clean park bathrooms
- ☐ Empty and clean trash containers
- ☐ Identify and report maintenance problems
- ☐ Complete other cleaning necessary to maintain the facilities in good condition

Expected Time: Approximately 10–20 hours.

The exact date or dates shall be coordinated with the Town.

4. WEEKLY LIGHT / SPOT CLEANING

Because the Town Hall and Park facilities receive limited routine use, the custodian shall conduct a **weekly inspection and light cleaning** of the facilities.

The custodian is **not required to perform every major cleaning task every week.**

Cleaning shall be performed based on the actual condition and use of the facilities.

Weekly duties include:

- ☐ Inspect all Town Hall and Park areas
- ☐ Check and clean bathrooms as needed
- ☐ Check and clean kitchen as needed
- ☐ Check floors and sweep, vacuum, or mop as needed
- ☐ Check carpets and vacuum as needed
- ☐ Check ledges and window sills and dust as needed
- ☐ Spot-clean windows and glass as needed
- ☐ Remove visible cobwebs
- ☐ Empty trash as needed
- ☐ Wipe commonly used surfaces
- ☐ Check supplies and restock as needed
- ☐ Check for leaks, damage, or other maintenance concerns
- ☐ Leave facilities neat, orderly, and presentable

Expected Time: Approximately 2–4 hours per week, depending on facility use and condition.

Following a special event or unusually heavy facility use, additional cleaning shall be performed as necessary.

GENERAL CLEANING STANDARD

The purpose of this schedule is to maintain the Town Hall and Park facilities in a **clean, sanitary, safe, orderly, and presentable condition**.

The times listed above are estimates for planning and budgeting purposes. Actual time may vary based on facility use, special events, weather, and the condition of the facilities.

The custodian shall use reasonable judgment regarding the frequency and extent of individual cleaning tasks and shall notify the Town of significant maintenance, repair, or supply needs.

Special-event cleaning beyond normal weekly duties shall be authorized by the Town as needed.