



## CSR Cleaning Sheet

Please make sure all CSR's are completing this whole sheet while they are working. If they are sitting down/Texting on their phone they are not working. If they turn in this sheet and initial it than everything they checked off should be done. If it is not than DO NOT sign off on Hours.

### Social Recreation

- Pick up Large Pieces of trash
- Dust mope the entire area
- Spot mop the Lobby Area while youth are present
- If youth are **NOT** present mop the Lobby Area
- Sweep under all Pool, Bumper Pool, Foos Ball Tables, and Long Ball Tables.
- Wipe down all tables with proper equipment
- Cover game tables and put all equipment in proper place
- Scrape gum off floors
- Make sure all Cubby Holes/ Lockers are picked up before and after kids arrive and organized.
- Stack all chairs before close
- Clean all the windows in the club
- Take out Trash **Before** and **After** close
- Wipe down doors and handles throughout AREA with disinfectant spray.

### Art Room

- Pick up Large Pieces of trash
- Dust mope the entire area
- Spot mop the Art Room while youth are present
- If youth are **NOT** present mop the Art Room
- Wipe Down all Counters
- Make sure all Art Equipment (Brushes, Paint Pans, Glitter, and Cups) is whipped down and ready for use next time.
- Make sure all Scrap Paper is organized and put away
- Scrape gum off floors
- Wipe down Sinks and Mirrors
- Clean all the windows in the club
- Take out Trash **Before** and **After** close
- Wipe down doors and handles throughout AREA with disinfectant spray.

### Education Rom

- Pick up Large Pieces of trash
- Vacuum/ Sweep up all trash
- Pick up and Organize book shelf area
- Wipe down tables
- Setup chairs before youth arrive/ stack up chairs when youth leave.
- Make Sure Computer Lab is picked up Swept/ Vacuumed
- Clean all the windows in the club
- Take out Trash **Before** and **After** close
- Wipe down doors and handles throughout AREA with disinfectant spray.

**Teen Room**

- Pick up Large Pieces of trash
- Vacuum/ Sweep up all trash
- Pick up and Organize book shelf area
- Sweep/Mop under Couches
- Pick up Trash under Cushions
- Sweep/ Mop behind T.V.
- Sweep under all Pool, Bumper Pool, Foose Ball Tables, and Long Ball Tables.
- Wipe down all tables with proper equipment
- Wipe down tables
- Make Sure Computer Area is picked up Swept/ Vacuumed
- Clean all the windows in the club
- Take out Trash **Before** and **After** close
- Wipe down doors and handles throughout AREA with disinfectant spray.

**Gym**

- Dust mop/ Sweep entire gym floor and Closet Area (**make sure you use gym dust mop**)
- Spot mop the gym while youth are present
- If youth are **NOT** present mop the gym w/ proper cleaning supplies.
- Pick up Large Pieces of trash
- Wipe Down all Benches and scrape Gum off benches
- Scrape gum off gym floors
- Sweep & Mop all gym restrooms
- Take out Trash **Before** and **After** close
- Wipe down doors and handles throughout AREA with disinfectant spray.
- Clean all the windows in the club
- Sweep & Mop under Benches

**Other (Hallways/ Resource Rooms)**

- Dust mop/ Sweep entire Hall Floor
- Spot mop the Hall Floor while youth are present
- If youth are **NOT** present mop the Hall Floor proper cleaning supplies.
- Flush All Toilets
- Pick up Large Pieces of trash
- Clean all water faucets.
- Clean all the windows in the club
- Mop the Resource room
- Take out Trash **Before** and **After** close
- Clean the microwave.

Everything I have checked is done to the best of my ability.

CSR Signature: \_\_\_\_\_

CSR Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_