



Hall rental cleanup agreement

DAV Hall must be cleaned before 9:00am Sunday

Area to be serviced: 301 Roosevelt Road, Jacksonville, NC 28540-5537

Work to be performed:

Main Entrance

1. Pick-up trash in parking lot.
2. Clean fingerprints on walls and doors
3. Sweep immediate entrance
4. Sweep rugs (if applicable)
5. Wipe entrance doors

Hall

1. Empty all trash cans to dumpster
2. Wipe with bleach/cleaning spray all tables and chairs
3. Wipe counter
4. Wipe any picture frames and clocks
5. Clean base boards
6. Sweep and Mop floors thoroughly
7. Arrange tables and chairs according to layout on bulletin board **(**Must Be Done Correctly**)**

Restrooms

1. Clean and sanitized all commodes (interior and exterior)
2. Clean all partitions
3. Empty Trash
4. Wash and sanitized sinks and countertops
5. Refill toiletries
6. Clean mirrors and fixtures
7. Sweep and mop floors

Maintenance issues that are found will be submitted in writing to the Commander.

All cleaning supplies will be provided by the DAV and located by the Ice Machine.

*****DAV does have a private cleaning crew that will clean after the rental for a fee of \$150.00. The cleaning fee needs to be arranged before the rental. The cleaning crew contact info is: Jim Davis (910) 581-8166 or Jodie Davis (910) 650-2614.**