

EXHIBIT A
TUSCOLA SENIOR CENTER USER CHECK LIST

Cleaning supplies are kept under the kitchen sink.

KITCHEN CHECK LIST:

- ____ 1. Kitchen floor swept and scrubbed.
- ____ 2. Dishware and cooking utensils washed, rinsed, sanitized, air-dried and properly stored.
- ____ 3. Coffee pots washed, rinsed and sanitized.
- ____ 4. Sinks and counter tops cleaned.
- ____ 5. Range tops and oven cleaned.
- ____ 6. Food/beverage spills cleaned from refrigerator interior.
- ____ 7. Wastebaskets emptied and new bags put in.

MAIN ROOM CHECK LIST:

- ____ 1. Vacuum floor and scrub if necessary.
- ____ 2. Clean off all the table tops and wipe the chairs off if necessary.

RESTROOM CHECK LIST:

- ____ 1. Sweep floors and scrub if necessary.
- ____ 2. Empty trashcans and put new bags in. Replenish paper products.
- ____ 3. Clean bathroom sinks and top of bathroom toilet seats if necessary.

Upon completion of the above items, call the City Patrolman who can be reached at **253-2351** for inspection approval. This check list and the key must be presented to the City Patrolman. The Patrolman will lock the building and return the key and check list to City Hall. We also reserve the right to also inspect the building before the deposit is refunded.

Lessee: _____

Inspected by: _____ Date: _____

Time: _____