

The Linn County Fair

PO Box 329
 Central City, IA 52214



Kitchen

- (Use Spic and Span cleaners under sink)*
- Clear all items from refrigerator
- Clear all items from under counter shelves
- Wash all counters off
- Clean out sinks of any debris
- Place all wet/dirty towels in orange bucket on counter
- Sweep floor
- Mop floor of any spills
- Empty all trashcans

Men's/Women's/Family Restroom

- (Supplies located in Janitor's Closet in Men's Restroom)*
- (Dispenser keys, toilet paper, & paper towels located in Janitor's Closet in Men's Restroom)*
- Wipe down countertops
- Sweep stalls & mop
- Empty ALL trashcans including personal trashcans in each stall
- Check toilet paper/paper towels and refill if necessary

Exhibit Hall

- Remove all personal decorations
- Fold ALL chairs and place on carts/return to storage closet
 - Metal chairs go on 2-tier standing carts*
 - Plastic chairs go on single rolling cart*
- Fold ALL tables and place on carts/return to storage closet
 - Stack all white tables together*
 - Stack all wood tables together*
- Fold stage and return to storage closet
- Align trash cans and recycle bins along east wall near middle door
- Sweep entire floor *(brooms/mops in janitors closet in Men's Restroom)*
- Mop any areas with spills
- Close doors and leave ceiling fans on *(middle row of switches)*

Boardroom/Workshop Room

- Remove all personal decorations
- Realign tables to original position
- Realign chairs to original position
- Vacuum carpet (located in Janitor's closet)

Hallway/Foyer

- Remove all personal decorations
- Return all chairs to storage closet
- Return tables to original locations
- Sweep floors/vacuum rugs
- Mop any area spills
- Wash all doorway windows

Porch/Exterior

- Remove all personal decorations
- Remove any road signs
- Pick up any trash on porch/lawn
- Pick up any trash on porch/lawn

Miscellaneous

- All trash to dumpster on WEST end of building
- All recycled cans taken with you
- Return mops, brooms, supplies to original area
- Verify all doors are locked and return key

PLEASE INFORM EVENTS MANAGER OF ANY DAMAGE PRIOR TO EVENT. ANY DAMAGES UNREPORTED WILL BE RENTERS RESPONSIBILITY