

Winterville Police Department

P.O. Box 1459
2593 N. Railroad St.
Winterville, NC 28590
Ph. (252) 756-1105 Fax (252) 756-3458

Post-Event Community Room Rental Checklist

Kitchen

- Refrigerator cleaned
- Countertops cleaned
- Floor mopped
- Mop bucket emptied
- Trash emptied
- Trash liners replaced

Main Area

- Chairs stacked
- Tables cleaned
- Floor mopped
- Trash emptied
- Trash liners replaced
- Walls/Ceilings free of balloons/tape/decor

Restrooms

- Toilets flushed
- Floor cleaned
- Trash emptied

Walls

- Free of damage

Officer's Comments:

Officer's Signature _____ Date: _____