



### Clean Up Checklist

Download and print this checklist to make your clean up efforts part of everyday opening and closing operations

#### Daily:

- Sweep Sidewalk
- Pick up trash and cigarette butts

#### Weekly/ Bi-weekly:

- Wash Windows
- Pull Weeds
- Clean and maintain greenbelt
- Peel stickers off of signs, parking meters, etc.
- Clear trash out of tree pits and gutters

#### Monthly:

- Decorate windows and doorways with flowerpots

#### Seasonally:

- Shovel Snow
- Check for Icicles
- Rake leaves
- Add decorative lighting
- Plant flowers
- Inspect the exterior for chipping paint, weather damage, sidewalk cracks
- Power wash sidewalks, walls and steps

#### As needed:

- Use See-click-fix to report problems to the city
- \_\_\_\_\_
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