

Meeting Room Rental Clean-Up Checklist

Leave key on counter top with this signed paper.

(Damage deposit will be mailed to you after room is checked)

Cleaning supplies are provided and are in storage room where extra tables and chairs are stored.

- clean tables and chairs - return them to the original room setup (refer to the graph on bulletin board in kitchen)
- vacuum** carpet in meeting room, sweep and **wet mop** kitchen, meeting room floor, hallway, entrance area and restroom floors (supplies are in storage room in meeting room)
- empty wastebaskets in restrooms and put in new garbage bags (restroom bags are under the kitchen sink)
- wash and dry all dishes and utensils, return them to their original place, clean and sanitize sink, stovetop, and countertops then place used dishcloths and dishtowels in a bucket under sink
- haul ALL trash to dumpster which is provided on site, empty cans and plastic bottles in the blue recycling containers located by the dumpster and put new trash bags in the (4) garbage containers in the meeting room

How to LOCK UP when done...

- 1. **Lock all doors in meeting room (push in lock from the inside).**
 2. **Lock the double entrance doors with key then come back in through kitchen door.**
 3. **Shut off all lights & leave key on counter with this signed paper.**
 4. **Leave through the kitchen door after pushing in the lock.**

Thank you!

Signature of Renter

Phone Number