

# **Calkins Nature Area Rental Cleaning Checklist**

## **Please leave signed checklist in the front office upon completion**

Cleaning supplies can be found in the "Storage Area" which is located in the main lobby. Trash bags should be taken to the dumpster that is along the driveway by the maintenance building.

### **Great Room:**

- Tables and chairs returned to original room setup (4 tables w/8 chairs each)
- Tables and chairs wiped down if needed
- Garbage emptied and new can liner in place
- Floors vacuumed if needed

### **Kitchen:**

- Any dishes, utensils, or pans used are clean, dry, and put away
- Fridge emptied and any spills cleaned
- Sink and counter wiped down
- Stove and microwave wiped down
- Garbage emptied and new can liner in place
- Floor swept and mopped if needed

### **Classroom:**

- Tables and chairs returned to original room setup (4 tables w/8 chairs each)
- Tables and chairs wiped down if needed
- Countertops and sinks wiped down
- Garbage emptied and new can liner in place
- Floors swept and mopped if needed

### **Bathrooms:**

- Sinks and counters wiped down if needed
- Toilets cleaned if needed
- Garbage emptied if needed (please do not leave soiled diapers)
- Sweep and mop if needed

### **Lobby:**

- Sweep and mop if needed
- Place door key on front office desk
- Lights off
- Door locked

### **Amphitheater and Outdoor Areas (if utilized):**

- Decorations removed
- Garbage and litter picked up (including cigarette butts)
- Garbage cans emptied and new can liners in place

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_