

## **Renter Duties Checklist**

**For full refund of cleaning fee, please do the following:**

### **Big room**

- Fireplace – turn off, sweep hearth
- Trash – gather up all
- Tables and chairs – stack on racks, shorter tables go on shelf in storage room and put all racks in storage room
- Windows - close and lock, close blinds
- Vacuum carpet (Including hall rugs)

### **Restrooms**

- Garbage – gather litter and empty (replace liners)
- Clean and wipe toilets
- Clean and dry sinks and faucets
- Wash mirrors
- Sweep, MOP, and dry floors

### **Kitchen**

- Stoves/ovens – wipe clean and dry – TURN OFF
- Countertops – wipe off clean and dry
- Refrigerator/ freezer – remove everything (except filled water jugs)  
Wipe inside fridge and dry
- Sinks / faucets and back splash- clean and dry
- Windows – close and lock, close blinds
- Trash - Remove all trash to outside bins –replace liners
- Floor – Sweep, MOP, and dry

### **Hall**

- Sweep around hall carpets
- Clean and wipe-dry water fountain
- Remove trash and replace liners
- Vacuum floor mats

### **General**

- Lights inside and outside - TURN OFF
- Garbage – take all garbage to outside bins - replace garbage can liners
- Turn down thermostat to 60 degrees
- Lock outside doors, including deadbolts

**Thanks for helping us keep our community center clean for the next group!**

**Come again**