

RENTERS CLEAN UP CHECKLIST

Outside hall

- Make sure there are no bottles, cans, cigarette butts or trash from party in the parking lot or memorial park area.

Kitchen

- Insure all pots, pans, utensils are clean and put back where found.
- Clean stoves and microwaves if used.
- Remove any food or beverages stored in refrigerators.
- Make sure floor is swept and mopped and trash is emptied

Hall area

- Sweep dance floor and hard wood floors – Do not use wet mop on wood floors, wipe up spills, food, etc with a damp cloth only before sweeping.
- Remove all decorations
- Set up tables according to table plan posted on broom closet door. Wipe down all tables. Place 5 chairs on each table.
- Take all trash containers to dumpster to be emptied, do not remove plastic bags in the hall.
- Empty all trash cans in restrooms, sweep restroom floors and mop if necessary.