

Clean-Up Check List

Date: _____

Please check off each item when completed. Leave check list at front desk when finished or review it with security monitor before leaving

_____ Emptied trash in dumpster outside NW door to parking lot. Put clean liners in trash cans.

_____ Wiped off tables in dining room.

_____ Wiped off counters in kitchen.

_____ Swept dining room and kitchen floor as needed.

_____ Unplugged coffee pots.

_____ Vacuumed lounge area, if needed. (Vacuum is in storage closet under the stairs in dining room.)

_____ Place tables in chairs back in the dining room roughly as they were when you came in.

_____ Rearrange furniture in lounge area, roughly the way it was when you came in.

_____ Turn off lights throughout the building.

_____ Lock the front doors.

_____ Return key to Senior Center and get deposit fee back.

Signature of Renter _____

Phone Number _____