

# CLEAN-UP CHECKLIST

Please check off items below that have been completed

## MAIN AREA

tables washed, legs folded in and returned to the table carts (20 tables)
chairs must be stacked on carts that are provided. If chairs are sticky or dirty, they must be washed before stacking them
garbage to be emptied and bags put in the dumpster outside
floors must be swept and if a sticky or dirty spot, must wipe up
carpets at entries are to be vacuumed
windows locked before leaving
doors locked before leaving
turn off all lights inside and outside

## KITCHEN AREA

countertops washed
freezer emptied and washed out if needed
refrigerator emptied and washed out if needed
stovetop washed off
if oven used, must be cleaned inside if food spills over
floors must be swept and if a sticky or dirty spot, must wipe up
garbage to be emptied and bags put in the dumpster outside
windows locked before leaving
doors locked before leaving

## BATHROOMS

empty garbage
floors must be swept and if a sticky or dirty spot, must wipe up

## OUTSIDE GROUNDS

If grounds are used, all garbage must be picked up and disposed of.
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***I understand that I must sign the rental lease and complete the above items in a satisfactory manner before a deposit may be returned. This signature sheet will be returned with the keys upon completion of checking all the boxes.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date