

Facility Rental Clean Up Checklist

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Clean up instructions upon completion of rental

- Cleaning Task:** Remove All Trash and Place In Dumpster
- Cleaning Task:** Wipe Off/Down Kitchen Counters with a damp cloth
- Cleaning Task:** Turn Off Stove and Oven if used
- Cleaning Task:** Remove Food From Refrigerator and freezer
- Cleaning Task:** Tidy Restrooms, Wipe Counters with a damp cloth and Remove Trash
- Cleaning Task:** Decorations and Signs Must Be Removed From Interior & Exterior Of Building and Lawn Area
- Cleaning Task:** Turn Off All The Lights in the facility
- Cleaning Task:** Set Air Conditioner to 78 Degrees In The Summer or 68 Degrees In The Winter
- Cleaning Task:** Lock All Exterior Doors
- Cleaning Task:** Fully sweep the floors and clean up any spills or foreign materials with a damp cloth
- Cleaning Task:** Replace all chairs and tables to their reserved rooms

I understand and have read the cleaning instructions thoroughly.

Signature (Required): _____

Print Name (Required): _____

Date (Required): _____

FAILURE TO PROPERLY CLEAN THE BUILDING AFTER YOUR RENTAL WILL RESULT IN THE FORFEITURE OF YOUR DEPOSIT. FACILITIES EMERGENCY CONTACT NUMBER: (352) 472-2161 Ext. 1 OR 352-258-3278