

CHECK LIST FOR CLEANUP AFTER HALL EVENT  
**TURN OFF ALL LIGHTS BEFORE LEAVING**

**Kitchen Area**

1. [ ] Clean and rinse kitchen sinks
2. [ ] All items returned to where you found them
3. [ ] Water turned off in kitchen and restrooms
4. [ ] Stove and oven cleaned and turned off
5. [ ] Wipe off countertops
6. [ ] If kitchen cooler was used - wipe off shelves, shut off cooler, turn off lights, leave door open
7. [ ] Sweep kitchen area and cooler floor
8. [ ] Leave all used towels in kitchen sink
9. [ ] Empty refrigerator and freezer!
10. [ ] Clean microwave ovens

**Restrooms**

1. [ ] Make sure toilets are not running and sink faucets not dripping
2. [ ] Sweep the restroom floors and empty trash
3. [ ] Shut off lights
4. [ ] Flush all toilets

**Dining Area**

1. [ ] Close and lock all windows.
2. [ ] Close all blinds.
3. [ ] Remove all decorations, table coverings, and any tape
4. [ ] Wipe off the tables and chairs which were used.
5. [ ] Sweep floor
6. [ ] **PUT ALL TABLES AND CHAIRS BACK TO THE WAY YOU FOUND THEM**
7. [ ] Return extra tables and chairs to the storage closet.
8. [ ] Return thermostat to original setting

**Building and Grounds**

1. [ ] Clean up any litter on lawn, sidewalks, and pavilion (i.e. balloons, cigarette butts & confetti)
2. [ ] Return ash trays, handicap signs and ramps to original location inside building.
3. [ ] Deposit all trash bags in Dumpster
4. [ ] **TURN OFF ALL LIGHTS AND FANS**
5. [ ] Make sure all outside doors are locked
6. [ ] Do not leave anything in janitorial closet
7. [ ] If questions arise on any issue, ask the hall manager 989 313 1443

**LEAVE HALL KEY AND CLEANUP CHECKLIST ON ISLAND IN KITCHEN.**

Signature of Renter \_\_\_\_\_

Print Signature Name \_\_\_\_\_

DATE \_\_\_\_\_

**Failure to complete items listed WILL result in loss of some or all of the deposit.**