

# **CHECKLIST TO COMPLETE BEFORE RETURNING DEPOSIT**

## **KITCHEN:**

Wipe all counters with bleach/water

Wash dishes and clean sinks

Wipe out microwave

Remove all of your items from refrigerator

Wipe out refrigerator/freezer

Sweep/ mop floors with warm water

Take all garbage to the commercial dumpsters

## **DINING AREA:**

Wipe all tables and chairs down

Sweep/ mop floor with warm water

Take all garbage out to the commercial dumpsters

Wipe glass doors down inside/out

Set up tables/chairs according to the chair map below

## **RESTROOMS:**

Wipe all counters

Flush all toilets/wipe down

Sweep/mop floors with warm water

Take garbage out to the commercial dumpsters

**Turn off all lights, lock all doors, return key to the drop box in front of city hall**

**\*There is a cost breakdown for each of the listed things above if they are not completed, please remember to treat and leave the building as if you were the next renter. We are at a lower price than many community centers and would like to continue to provide that for all. Thank you!**

**Floors: \$100.00 Tables/chairs: \$50.00 Garbage: \$20.00 Counters: \$10.00 Glass doors: \$10.00 Refrigerator/  
Microwave: \$10.00 Unreturned key: \$25.00**