CLEANING DIRECTIONS AND CHECKLIST FOR HALL

NOTE: The person renting the hall MUST be in attendance of the function.

The Township will supply coffee pots, dish soap, garbage bags, stove, oven and two refrigerators. The renter must supply dish towels, cleaning rags, dishes, flatware, serving spoons, serving platters, aluminum foil or plastic wrap.

If the cleaning isn't done properly, or if there is any damage to the property, you will not receive a refund. Cleaning supplies are found in the furnace room off of the kitchen.

1. Are bathroom toilets, sinks and floors cleaned and is the garbage emptied?
2. Are the tables and chairs wiped? Use Windex and paper toweling. Set the tables back the way they were – 6 tables with 4 chairs each one.
3. Are the kitchen sinks, counter tops, burners and ovens clean?
4. Are the floors in the hall, kitchen and bathrooms swept and if necessary mopped?
5. Are the carpets in the hallway vacuumed? The vacuum is in the furnace room.
6. Is all the garbage bagged and put into the garbage shed outside?
7. Are the bathroom doors closed and lights/fans off?
8. Are all the windows and hall doors closed and locked?
9. Are the lights turned off?
10. Place the key and checklist on the window ledge of the office window when you leave.
11. Make sure the plug is in the utility sink in the furnace room during winter months.

Failure to comply with these directions will result in loss of deposit, and possibly future hall rental privileges. Please sign and date below.

_____ _____

Name Date

EMERGENCY NUMBERS ARE POSTED NEAR THE TELPHONE IN THE KITCHEN.