

CLEANUP CHECKLIST for the JEROME CIVIC CENTER

Renter: To guarantee full refund of your deposit, be sure to complete each task listed below:

When tasks are completed, check off:

- Fold chairs and return to racks
- Clean and wipe off tables (detergent and towels supplied by Renter)
- Return any extra tables to table racks (if necessary). The tables that were set-up at the beginning of the rental should remain upright.
- Make sure the three restrooms are in good condition. Cleaning (toilets) is not necessary unless there was an issue.
- Clean kitchen including wash dishes, pots, pans and utensils and return to cabinets.
- Remove food from the refrigerator, freezer and countertops.
- Remove all table cloths (by CC rules they were required) and dispose them.
- Cleanup spills and stains from food, drinks and debris from the floors, tables and countertops.
- Sweep and mop the floors with equipment supplied in the kitchen.
- Turn off all water faucets.
- Collect all garbage and other waste. Trash containers have one garbage bag with an extra at the bottom of the trash container.
- Place garbage bags in the dumpster in the rear parking lot, to the left.
- Reset thermostats to temperatures indicated when you arrived.
- Turn off lights and exhaust fans.
- Conduct a final walk through.
- Lock the building. Please tug on the doors from the outside to make sure they are locked securely.
- Return the keys and this checklist* (see below) to the front office drop box or to the office if open.

***RENTERS:** When you have checked and completed all tasks on this checklist, please sign below and return it with the key.

NOTE: Failure to satisfactorily complete all items on the checklist could jeopardize the return of your deposit.