

## Rental Check Out and Clean Up List (For Full Facility Rentals)



- Clean up all garbage. Empty all garbage containers. Place garbage bags in large green bin on east side of hall.
- Walk the grounds outside and pick up any garbage you see, however small. Place garbage in green bin.
- Wipe down chairs if dirty and allow to dry. Stack chairs 8 high and store in southwest room. Extra chairs can be placed in northwest room but please do not block the exit doors.
- Wash all tables. Allow to dry. Stack them in the northwest room.
- Sweep all the floors. Brooms can be found in the janitor closet.
- Mop the floors. Mop bucket and floor cleaner can also be found in janitor closet. Only use **1 capful** of cleaner (it is very concentrated) or none at all. Replace water in bucket when it is dirty – usually it needs to be replaced twice as you mop all the floors. Don't forget to do the hallway, entry, kitchen and bathrooms.
- Please dump dirty mop water outside in the bushes (go out the East/kitchen door). When you are finished, leave mop bucket clean and the mop draped over the bucket to dry.

### Kitchen:

- Wash any dishes, cutlery, etc. you used. Run them through the dishwasher.
- After last load, don't forget to empty the dishwasher. Allow dishes to dry. Put everything away in cupboards and drawers.
- Clean bits of food out of the dishwasher.
- Wipe down stoves and dishwasher.
- Empty freezer and fridges.
- Wipe out cooler and bar refrigerator.
- Wipe down all counters.
- Be sure not to leave any of your things behind. It is very difficult to arrange a time to return to pick up your things.
- Make sure all toilets are flushed! Also make sure they are not running.
- Close and lock all windows in kitchen.
- Turn off exhaust fans and ceiling fans.
- Turn thermostat temperatures back to 16 degrees.
- Turn off all lights.
- If you had a shed key, be sure the shed is closed and locked.
- Lock ALL doors and call or text the rental agent (780-821-0572) to let her know the building is vacant. Leave keys as discussed.

Be advised that if a mess is left behind that we must clean up, we will subtract \$50 for each hour that we worked from your damage deposit. If you realize you need a little extra time to finish cleaning up, text the rental agent and advise her. (That is preferable to us cleaning up after you, and as long as there isn't a rental right after yours, shouldn't be a big problem!)

Thank you so much for your consideration. We hope you had a wonderful day!