

# Depot Cleaning Checklist

Event/Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Rental Period: \_\_\_\_\_

**Cleaning must be completed by the end of your Rental Period.**

Please note that occupancy of the Depot (including event items) outside of the rental period will forfeit your deposit.

Cleaning supplies are located underneath the kitchen sink and in the storage closet.

All Areas	Renter Initial	Inspect Initial
Remove all personal belongings including dishes, decorations, and food.		
Sweep and Mop all floors. Please use Bona Wood Floor Cleaner for the wooden floors.		
All garbage taken to trash toters outside.		
Glass, cans, and Plastic numbered 1-7 to green recycling toter outside (no paper or cardboard, please dispose of in trash toters).		
All furniture carefully returned to original locations.		
Folding chairs and tables to storage closet.		
Kitchen		
Wipe down counters, sinks and stove top.		
Sweep & mop floor.		
Wash all dishes and return to proper locations. Unload dishwasher.		
Check refrigerator and freezer for forgotten items (please take all food items with you).		
Empty trash.		
Bathroom		
Mop floors.		
Clean toilets and sinks.		
Empty trash.		
Restock: toilet paper, soap, paper towels if necessary.		
Final		
Turn off all lights.		
<b>Summer:</b> check outside for forgotten items and stray trash.		
<b>Winter:</b> turn thermostats in parlor and freight room back to 55 degrees.		

**Notes:**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please leave this completed checklist in the Depot Kitchen at the end of your event.**

*Thank you for taking good care of this special building!*