



Community Room Checklist

Please review this form before and after you have rented the community room. Please leave completed list and Key on Community Room counter, Thank You!

Main Room *Please Check to make sure the following items are clean or returned*

Floor Swept	<input type="checkbox"/>	Brooms/Mops/Vacuum@Back Entrance
Microwave & Coffee Maker	<input type="checkbox"/>	Cleaning Supplies under Sink
Kitchenette Countertop	<input type="checkbox"/>	
Tables Cleaned Off	<input type="checkbox"/>	
Chairs Pushed In (or stacked)	<input type="checkbox"/>	
Dishes Cleaned & Put Away	<input type="checkbox"/>	
Linens Wiped (if used)	<input type="checkbox"/>	
Garbage gathered & taken w/ party	<input type="checkbox"/>	1/2 & Full day – take garbage with you
Garbage Bag Replaced (if full)	<input type="checkbox"/>	
**All Outside Doors & Windows Locked	<input type="checkbox"/>	Double check to make sure it locks
**Key Returned/Lights off	<input type="checkbox"/>	Please Place key on Comm.Rm counter

Bathroom *(please check or replace if needed)*

Toilet Paper Roll	<input type="checkbox"/>	Extra toilet paper on shelf in bathrm
Paper Towel Roll	<input type="checkbox"/>	Extra paper towel on top of fridge
Sink Clean	<input type="checkbox"/>	Cleaning supplies in bathrm cabinet
Toilet Clean	<input type="checkbox"/>	Wipe down, only if needed
Floor Swept	<input type="checkbox"/>	
Garbage Emptied (if full)	<input type="checkbox"/>	½ & Full parties-take garbage with you

District Office Kitchen *(please check or clean if used & vacuum if needed)*

Garbage Emptied	<input type="checkbox"/>	
Oven Off & Burner Area Clean	<input type="checkbox"/>	
Sink & Counter Cleaned	<input type="checkbox"/>	
Microwave Clean	<input type="checkbox"/>	
Fridge Items Removed	<input type="checkbox"/>	
Utensils Cleaned	<input type="checkbox"/>	

Donations to re-stock supplies are always appreciated!
