



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!
