

Leedy Grange Hall Rental Checklist

___ Bathrooms cleaned

___ Toilets and sinks wiped down, scrubbed if necessary

___ Floors swept and mopped

___ Trash emptied and bag replaced if necessary.

___ Toilet paper and paper towels replaced if necessary

___ Tables and chairs cleaned and returned to where they were at time of rental. If wooden chairs are used, they must be stacked **in original location**.

___ Kitchen cleaned

___ Sinks scrubbed & rinsed, sink strainers emptied, garbage disposer run, if necessary

___ Clean all surfaces with sanitizing solution—counters, cabinets, appliances

___ Clean oven and griddle if used. Grease in the griddle trap, or a dirty oven, will result in loss of cleaning deposit.

___ No food left in refrigerator (leftover ice left in freezer is okay).

___ No water left running.

___ Oven and burners off.

___ Any Grange dishes or utensils washed and returned to original location.

___ Floor swept, and mopped if necessary.

___ ALL trash and garbage emptied. Bags replaced if necessary.

___ Any materials attached to walls or other surfaces must be completely removed, including tape residue etc. Whiteboards cleaned, if used, with non-abrasive cleaner.

___ All cleaning tools and products returned to their original place.

___ Floors swept and mopped if necessary. Spills on wood floor must be wiped up immediately but do not attempt to clean floor except by sweeping.

___ Heat reset if used (press the “RUN” button on the thermostat). Fans returned to storage closet if used. Air conditioner turned off if used.

___ All trash **removed from premises**. Check that non-recyclables have not been placed in the recycling bin (refer to chart near kitchen door). Non-recyclable material in recycling bin will result in loss of cleaning deposit.

___ Doors and windows locked – test doors to be sure they are latched.

___ All lights off (porch lights, closet lights, bathroom lights, etc)