

CHECKLIST FOR CLEAN-UP OF TRFD COMMUNITY ROOM

Please initial that each item has been completed and leave completed sheet on the counter.

1. Remove all of your items from the refrigerator and wipe up any spills _____
2. Wipe down all surfaces in the kitchen (countertops, sink, etc.) _____
3. Wipe down all surfaces in the restroom (sinks, toilets, etc.) _____
4. Clean oven, if used (do not use self-clean!) _____
5. Wipe down all tables and chairs used and return them to the same location as when you arrived _____
6. Sweep the floors _____
7. Clean up all spills from the floor _____
8. Mop the floors _____
9. Place any used dish towels/rags in the basket located under the sink _____
10. Make sure appliances such as coffee pots, coffee pot warmer, etc. have been turned off and/or unplugged _____
11. Remove trash from all areas (including kitchen, bathrooms, parking lot) and place in dumpster _____
12. Turn off all lights _____
13. Make sure doors are secured and the key for the doors has been returned to the top of the fire extinguisher cabinet _____

Any item not completed will result in a reduction of your \$100 deposit.