

Name of Responsible Party: \_\_\_\_\_

**FACILITY RENTAL CLEANING LIST:**

**Cleaning Supplies Located in the Kitchenette Area:**

- Broom/dustpan are located **BEHIND** the kitchen door
- Cleaner/rags for table/chairs and mop heads are in **CABINET** to the **LEFT** of the sink
- Trash can liners (black & clear) are in the **DRAWER** to the **LEFT** of the sink
- Cleaning solution for the floor is **UNDER** the sink (use this to fill mop bucket - Do NOT dilute!)
- Mop bucket & handle are **NEXT** to the stove

**Rental Room (A & B)**

(Initials)

- **\*\*MUST** Sweep entire floor area (camera video will be checked) \_\_\_\_\_
- **\*\*MUST** Mop the entire floor with the mop & mop bucket (video checked) \_\_\_\_\_
- Empty trash cans/Replace trash liners \_\_\_\_\_
- Take trash bags/etc to trash dumpster (outside NW corner of building) \_\_\_\_\_
- Place all tables/chairs back in closet - Make sure tables are CLEAN!! \_\_\_\_\_
- Empty mop bucket outside – Place mop head in bucket under sink \_\_\_\_\_
- Put mop bucket back by stove \_\_\_\_\_

**Kitchenette (if used)**

- Wipe down kitchen countertops \_\_\_\_\_
- Make sure appliances are wiped clean \_\_\_\_\_
- Sweep kitchen floor \_\_\_\_\_
- Mop kitchen floor with mop & bucket \_\_\_\_\_
- Remove personal items/food from refrigerator/freezer \_\_\_\_\_

**Restrooms (both restrooms)**

- Make sure floor is free of trash/dirt/debris \_\_\_\_\_
- Sweep BOTH restrooms/Take out trash/Replace liners \_\_\_\_\_
- Wipe down sinks (water/soap spills) \_\_\_\_\_
- Make sure toilets are flushed in BOTH restrooms \_\_\_\_\_
- Mop if needed \_\_\_\_\_

**Patio Area**

- Make sure patio area is free of trash/debris \_\_\_\_\_
- Sweep if necessary \_\_\_\_\_

**COMMENTS/CONCERNS/ISSUES (DAMAGE):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Leave this sheet in kitchenette on counter (this list will help determine return of deposit).  
Rentals NOT left clean according to this list or Damages found will FORFEIT the deposit!*

***\*\* If video footage does NOT show the ENTIRE floor being Swept & Mopped, the renter FORFEITS their deposit!\*\* NOTE: We are experiencing high usage volumes of our rental room (with several rentals in one day) and are striving to ensure that every rental is given a “clean” rental space...we appreciate your understanding to this matter.***