

POST RENTAL BUILDING CHECKLIST

- ❑ FLOORS SWEEPED & MOPPED
- ❑ DISHES WASHED AND PUT AWAY (if used)
- ❑ COUNTERTOPS AND TABLES WIPED DOWN
- ❑ MICROWAVE AND STOVE WIPED DOWN (if used)
- ❑ ALL GARBAGE BINS EMPTIED (to be disposed of by lessee)
- ❑ COFFEE MAKER EMPTIED AND CARAFES WASHED
- ❑ COFFEE GROUNDS DISPOSED OF IN COMPOST BUCKETS
- ❑ ALL FOODSTUFF REMOVED
- ❑ WASHROOMS CLEANED
- ❑ ALL FOODSTUFF AND GARBAGE REMOVED FROM ARENA

ENSURE ALL LIGHTS ARE OFF, HEAT IS TURNED DOWN AND THAT ALL DOORS ARE LOCKED BOTH IN BUILDING AND ARENA.

AT END OF RENTAL, LOCK FRONT DOOR FROM INSIDE, LOCK SIDE DOOR, LEAVE KEY ON COUNTER IN KITCHEN, AND EXIT OUT SIDE DOOR.

**IF BUILDING IS LEFT DIRTY
YOU WILL LOSE YOUR DAMAGE DEPOSIT.**