

# ROLAND AREA COMMUNITY CENTER

## Rental Inspection Clean-up Checklist

Rented by \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Date/Time \_\_\_\_\_

Event \_\_\_\_\_

1. Floors swept/mopped and carpet vacuumed
  - Main Room.....  Yes  No
  - Entrance/hallway .....  Yes  No
  - Kitchenette .....  Yes  No
  - Restrooms.....  Yes  No
2. Table tops wiped off/extra tables put away as found.....  Yes  No
3. Chairs clean and stacked or extra put away as found.....  Yes  No
4. Kitchen utensils clean and put away .....  Yes  No
5. Stove turned off; counters and sink clean.....  Yes  No
6. Dishes, glasses, flatware washed and put away .....  Yes  No
7. All appliances cleaned .....  Yes  No
8. All food and personal items removed .....  Yes  No
9. Kitchen trash removed to dumpster and clean bags replaced in kitchen trash can.....  Yes  No
10. Thermostat set to preset temperature.....  Yes  No
11. All lights turned off.....  Yes  No
12. Doors closed and locked.....  Yes  No

Inspected by: \_\_\_\_\_ Date \_\_\_\_\_

Deposit Withheld/Returned:  Withheld  Returned

Phone Contact \_\_\_\_\_ Date \_\_\_\_\_

If deposit withheld, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_