



# Community Room Checklist

## Hourly Renters

- **Tables** wiped down/clean
- **Chairs** pushed in /stacked
- **Doors & Windows** locked
- **Lights** off

### **If Used/Needed**

- **Counter/sink/dishes** clean
- **Floors** swept/vacuumed
- **Coffee pot** off/clean

## Half-Day Renters

- **Tables/linens/clean**
- **Chairs** pushed in/stacked
- **Counters/sink/ dishes** clean
- **Appliances** off/clean
- **Floors** swept/vacuumed
- **Bathroom** clean
- **Fridge** items removed
- **Doors/Windows** locked
- **Lights** off
- **Garbage** removed

## Full-Day Renters

- **Tables** cleaned and put back to standard position
- **Chairs** pushed in/stacked/clean
- **Counters** wiped down
- **Floors** swept/vacuumed/mopped
- **Appliances** off/clean
- **Bathroom** clean
- **Fridge** items removed
- **Doors/Windows** locked
- **Lights** off
- **Garbage** removed

## Cleaning Supplies

- **Cleaning supplies:** under each sink in kitchenettes and cabinet in bathroom
- **Bathroom supplies:** located in bathroom cabinet (paper, soap, cleaning, etc.)
- **Vacuum** by back door entrance
- **Mop/brooms** in CR closet
- **Paper towel** on fridge/ under sinks
- Please put **key** back in box
- **Garbage:** half/full day renters please take with you