

Cleaning Checklist for Renters

Renters may reserve custodial service for \$50/hour as an alternative to completing these tasks themselves. However, this arrangement must be made with the Rental Committee Chair *prior* to the event. Thank you!

- Sanctuary: tables put away
- Sanctuary: chairs lined up correctly
- Hallway: vacuumed
- Threadgill Hall: tables put away and chairs stacked correctly in storage room
- Davis Classroom(s): return to original setup; refer to photos posted near classroom door
- Kitchen: floors clean and swept
- Kitchen: counters clean
- Kitchen: stove and coffee pots off, dishwasher/sanitizer started
- Kitchen: all food and drinks removed
- Kitchen: garbage, compostables, and recycling removed/taken with renters, *or out to curb receptacles if \$50 fee paid.*
- Bathrooms: clean and garbage taken to curbside receptacles
- All decorations removed and personal belongings taken with renters
- Any trash outside around the entrance picked up