

Wischemann Hall Rental Cleanup Checklist*

(Note: All items must be completed as applicable and approved before Security Deposit is returned.)

- Return all tables, chairs and benches used to their original locations.
- Remove all decorations and items brought with you to the Hall, including any items left behind by event attendees. We are not responsible for any items that are lost or stolen. Any items left will be discarded.
- Dust mop or sweep all floors, shake mops outdoors when finished.
- Wet mop the kitchen and dining room floors as needed (i.e., spills, sticky surfaces and dirt not removed with sweeping). **(DO NOT WET MOP THE WOOD DANCE FLOOR)**
- Vacuum the two carpets on the dance floor in front of the side and front doors.
- Clean the glass on the side and front doors to the dance floor.
- Clean the sink, toilets and floors of both restrooms, empty the wastebasket **contents into the garbage cans. Do not discard wastebasket liners.**
- Clean the kitchen thoroughly as follows using paper towels or cleaning rags provided:
 - Wipe off stove and inside of microwave if used.
 - Wipe off all tables, counters and leave sink clean and dry. Empty all metal sink strainers into garbage can and put back in place completely clean.
 - Wash and dry any dishes, pots, utensils and coffee pots etc. used and return to original location. Note: Please use kitchen cloth towels hanging on towel bar for drying dishes only, not for cleaning.
 - Empty refrigerator and freezer of all food brought with you. All food is discarded weekly. **Wipe refrigerator inside and outside as needed.**
 - Empty **both** garbage cans (in kitchen and dining room) into the dumpster behind the building. Put new liners in garbage cans (they can be found in the **right cabinet** under the counter in the dining room). Make sure you recycle in the bin provided in the dining room **and empty bin (if full) in the blue recycling pick-up container near the back porch steps.**
- Clean up outside, sweep or pick up any litter **on the front and side porch areas** and grounds surrounding the building. **Sweep or vacuum off entry door mat on side porch.**
- Before leaving, check to see that all windows are closed, all lights are off, the kitchen range and oven and other appliances are turned off, and no water is running in the kitchen, dining room or bathrooms.
- Make sure all doors are locked when you leave.

Renter

***See attached list of cleaning supplies available.**

Thank You!

CLEANING SUPPLIES	LOCATION
409 Cleaner spray Dish Detergent Sponges	Kitchen – under sink
Wet mop & bucket	Kitchen – storage room (near rear door)
Glass cleaner spray Trash bags & liners Cleaning rags Cleanser	Dining room – right hand cabinet under counter
Bathroom cleaner spray Cleanser Sponges	Bathroom cabinets
Toilet brushes	Bathrooms – on floor near toilet
Dust mops, broom & dustpan Vacuum	Dining room – Southeast corner under coat hooks