



# Rental Cleaning Check List

## Lockbourne Historical Hall

### Cleaning Check List for Applicant

- ☐ Tables and chairs put back the way they were found (9 tables out; 6 chairs per table)
- ☐ Tables wiped down
- ☐ Chairs wiped down
- ☐ Kitchen counters and appliances wiped down and sink clean
- ☐ All trash cans emptied, and trash picked up (kitchen, main room, hall restroom, hallways)
- ☐ All trash bags taken to outdoor trash
- ☐ New trash bags put in trash cans
- ☐ Floors swept (kitchen, main room, hall restroom, hallways)
- ☐ Spills mopped up (kitchen, main room, restrooms, hallways)
- ☐ No tape, glitter, or confetti used
- ☐ Nothing left in refrigerator
- ☐ Restrooms checked for damage
- ☐ Nothing personal left in the storage and utilities room
- ☐ Nothing personal left in the kitchen (refrigerator, drawers, cabinets)
- ☐ All cleaning supplies have been returned to storage room
- ☐ All lights and fans are off
- ☐ All damages reported to staff during exit phone call

Call the Village Administrator at 614-483-8719 at the end time listed on your Facility Rental Permit. Staff will verify that you completed your cleaning/closing requirements and then they will lock the building.

**Thank you for keeping our building clean so that we may continue to serve our community!**