

Clean-Up & Inspection After Renting Skyline Grange

You have submitted a security deposit as part of your rental agreement with Skyline Grange. In order to receive the full deposit back, you must abide by full rental agreement, leave the premises in the condition you found them, complete the following clean-up tasks and have the premises inspected.

Ideally, you should meet with one of the Grange rental committee members when you check in to do a walk through together taking note of any irregularities. That will eliminate any potential deductions from your deposit. That is also a good time to ask any questions about the premises and cleaning process.

Beware: The average cleaning time for one person is 5-7 hours depending on the size and scope of the event. Remember **cleaning time is part of your rental time**, so calculate your time accordingly. If you need additional time to clean up after your event, you will be charged additional rental time. The Grange will deduct costs for garbage disposal, cleaning time, repair time and for other breaches of the Short-Term Rental Agreement”.

Location of Cleaning Supplies

- **In the Fish Storage Room** located at the rear of the Main Hall:
Push broom, broom, dustpan, vacuum cleaner, paper towels, Simple Green spray cleaner, Zep Neutral Floor Cleaner Spray Bottle
- **In the Cleaning Supply Room** on the Lower Level:
Floor mopping supplies, extra toilet paper, extra paper towels, rags, and cleaning supplies

Task Check-Off

Legend for User’s Checkoff: ✓ = done X=not needed or not used

Legend for Grange’s Checkoff: A=adequate MA= mostly adequate U= unsatisfactory

Renter’s Checkoff Notes	Task	Grange Notes
	Main Level	
	User’s Decorations, Equipment, & Other Personal Items <ul style="list-style-type: none"> ● Take it all with you. Do not assume Grange could “use” them. ● Check coat rack for left items. 	
	Foyer <ul style="list-style-type: none"> ● Vacuum rug. ● Sweep or vacuum floor. Mop if needed according to directions on the Zep Neutral Floor Cleaner in the lower level Cleaning Supply Room. 	
	Furniture: <ul style="list-style-type: none"> ● Wipe down & return all chairs, tables and other furniture to where you found them. Don’t drag them on floor. Pick them up to move. 	
	Main Hall Floor: <ul style="list-style-type: none"> ● Sweep or vacuum thoroughly. ● If there are only a few isolated spots that require cleaning use the Zep Neutral Floor Cleaner Spray Bottle (located in Fish Storage Room). ● If there are more than a few spots, you must thoroughly mop the entire 	

	<p>floor area using the labelled directions on the container of Zep Neutral Floor Cleaner located in the lower level Cleaning Supply Room.</p>	
	Lower Level	
	<p>Stairwell to Kitchen:</p> <ul style="list-style-type: none"> ● Vacuum or sweep. 	
	<p>Restrooms:</p> <ul style="list-style-type: none"> ● Clean toilets & sinks with Simple Green. ● Clean mirrors & chrome with glass cleaner. ● Restock toilet paper, paper towels, & soap from Cleaning Supply Room. ● Empty wastebaskets. Haul away trash. Replace plastic bag liner with liners located in the Cleaning Supply Room. 	
	<p>Kitchen:</p> <ul style="list-style-type: none"> ● Wipe down all counters using rags from the Rag Box in the Cleaning Supply Room. ● Empty refrigerator/freezer of everything you brought. Wipe down the inside of the refrigerator. ● Take with you all food, dishes & equipment you brought. ● Sweep or vacuum floor thoroughly. ● If needed, mop using a Simple Green Solution. ● Empty wastebaskets. Replace plastic bag with new bag from Cleaning Supply Room. Haul away trash. ● Wash all dishes, pots, pans, and appliances used and leave on drying rack to air dry. We Grange volunteers will put them away. ● Rinse and lay out dishtowels, dishcloths, & rags to dry. Grange volunteers will wash later. 	
	Outdoor Property	
	<p>Driveway & Front Entrance Way:</p> <ul style="list-style-type: none"> ● Pick up all debris, including cigarette butts. Haul away. ● Sweep front walkway if needed. 	
	<p>Fields:</p> <ul style="list-style-type: none"> ● Pick up all debris and any items left there. 	
	Final Tasks	
	<p>Garbage:</p> <ul style="list-style-type: none"> ● Take all garbage and unwanted items with you. (Disposal costs will be deducted from your deposit otherwise.) 	
	<p>Windows:</p> <ul style="list-style-type: none"> ● Close all windows & make sure they are locked. 	
	<p>Furnace & Hot Water Heater</p> <ul style="list-style-type: none"> ● Turn furnace down to 50 (or turn off if not below 50 outside). ● Turn hot water heater off at fuse box to the right of refrigerator. 	
	<p>Lights:</p> <ul style="list-style-type: none"> ● Shut all lights off, even outside entrance light. 	
	<p>Doors:</p> <ul style="list-style-type: none"> ● Close & lock all doors on lower and main levels. 	

	Keys: <ul style="list-style-type: none"> Return key(s) to the lock box. {You will be charged for a locksmith or key replacement if key is lost.} 	
	This Check-Off List: <ul style="list-style-type: none"> If Grange rental member did not go over this Check-Off List with you, leave it on the big table in the Main Hall. You will receive a copy after final inspection of the premises. 	

Inspection for Damages

Area	Results
Ceilings	
Floors	
Furniture	
Landscape	
Parking Lot	
Walls:	
Other:	

Sign Off Signatures:

User: _____ on _____, 2018 ____ am/pm

Grange Rental Member _____ on _____, 2018 at ____ am/pm