

# Renter's checklist

**Use this list to help with clean up . . .**

1. Wash off the tables and counters.
2. Wipe up any spills and mop with water before dry mopping (sweeping) the floor.
3. Dry mop (sweep) the floors.
4. Take out all garbage and place new bags in trash cans. **New** bags are in the maintenance room. (Black bags for big containers, white bags for the small trash containers)
5. Put recycling in closet if bag is full and put a new blue bag in container.
6. Make sure all windows and doors to outside are closed/locked tight. (See #16 of renter's guidelines)
7. Put the tables and chairs back where they were if you move them.
9. Stack the blue chairs and push them against the east (clock) wall.
10. Turn out all the lights.
11. Lock door and put key and payment in the mail slot. Make sure it goes all the way down into the mail box as there is an edge that it could get caught on.

Bring your own: towels, carafes, pitchers, eating/serving dishes

Renter's with kitchen: Items in the "renter's kitchen box" are for your use. Please clean and return all items to the box.

