

UNITARIAN UNIVERSALIST FELLOWSHIP OF MANKATO

RENTAL CLEANING CHECKLIST

At the conclusion of your event using the facilities owned by UUFM, please check off all appropriate items below. Your cleaning deposit will be returned if all items pass inspection by the Facilities Coordinator. If any items require cleaning, your deposit will be used for janitorial services and any remainder returned to you.

If Using the Sanctuary, Social Hall, or Meeting Rooms:

- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn down heat; turn up air conditioning
- Turn off all lights, including in restrooms
- Check that all doors (including back doors) are locked

If Using the Kitchen:

- Wash all dishes and put away properly
- Wash, dry, and sanitize all counters and tables
- Empty all garbage, and place bags in container in back of the building
- Remove all food from the refrigerator
- Wipe out microwave
- Turn off and clean stove and oven
- Wash out and dry sinks
- Turn off faucets securely
- Return tables and chairs to the positions in which you found them
- Sweep floor of all debris
- Turn down heat; turn up air conditioning
- Turn off all lights, both in kitchen and restrooms
- Check that all doors (including back doors) are locked

After all items are checked off, sign, date, and return this form to the Facilities Coordinator or the Fellowship office.

- All items are checked off and in satisfactory condition.

Signature of renter responsible for checking

Date

- All items are checked off and in satisfactory condition.

Signature of Facilities Coordinator

Date

