

Rentals Clean-Up Checklist

NAME: _____ DATE: _____

A CHECKLIST TO BETTER ASSIST YOU DURING YOUR TIME AT ST. PAUL'S

Please stay within the space you have booked.

Access to other parts of the building is not permitted. If your group uses other parts of the building, your security deposit will be kept.

CLEAN-UP – Cleaning Supplies are located in the rolling containers in the Hall and Auditorium under the kitchen sink.
(See Map)

**CUSTODIAN
FINDINGS/
COMMENTS:**

KITCHEN

Wipe counters and sinks
Empty/turn off dishwasher

Fridge/Freezer
Ovens- Clean spills, turn oven(s) off
Leave garbage outside kitchen door

HALL/ AUDITORIUM

Wipe all tables and counters
Stack/Store all tables in their appropriate lengths (i.e. 6" or 8")
Chairs stack 8 high

Wash floor spills (spot clean spills)

OUTDOORS: Please remove cigarette butts and other garbage from parking lot and grounds.

BEFORE EXIT TASKS

Ceiling fans (kitchen and auditorium) turned off _____

Windows closed _____

Close, lock and latch all doors _____

Garbage – bags placed outside the kitchen exit _____

Place plastic water or pop bottles in the recycling bin _____

Lights turned off _____

DEPOSIT your KEY and this CHECKLIST in Mail Drop Box
beside main front doors. _____

Checklist verified by:

NAME of Renter (please print): _____

Date of Booking: _____

Sign: _____

Comments by caretaker:

Map of St. Paul's United Church

