

# Westside Park Community Hall

## Facility Deposit Refund Checklist

- Mark each item on the list indicating completed; sign, date, and return with key

- 6 tables cleaned and returned to cart
- 36 chairs cleaned and returned to cart
- All trash inside and outside around the building picked up
- All trash cans emptied in dumpster behind building
- Restroom: toilets cleaned with disinfectant
- Restroom: wash sinks and counter tops cleaned
- Refrigerator: emptied and cleaned as needed
- Microwave: cleaned inside and outside
- Stove and oven: cleaned inside and outside (do not start self-cleaning cycle)
- Kitchen: counter tops and sink cleaned
- Wipe off finger prints from doors, if needed
- Clean off picnic tables and benches
- All floors in building swept and thoroughly mopped
- Sweep patios
- Vacuum all rugs
- Adjust thermostat to 80 in summer and 65 in winter
- Turn off all lights
- Lock deadbolt locks upon exiting
- Return key and **completed** Facility Deposit Refund Checklist

**\*All** items must be completed; and, no damage to the facility to receive a facility deposit refund.

**\*\*A minimum 1-hour staffing fee will be deducted for any incomplete item.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_