



Room(s) Organization Checklist

Here's a checklist for you to use to ensure that you are leaving the room(s) you're using back to the state in which you acquired it (or more clean). **Remember, your \$50 cash deposit is returned within one week pending that the space(s) are back in their original state.

Instructions: Check off each item on the list once you've completed that task. After each task has been completed please sign and date below before turning it in (to Information Desk).

1. _____ Return all seating arrangements to the way they were left (especially lounge).
2. _____ Empty trash can(s) outside and replace trash liners in every room where guests had access (includes classrooms & bathrooms).
3. _____ Vacuum the floor (vacuum can be found in closet outside of "girls" bathroom).
4. _____ Wipe off all surfaces (plastic tables, plastic chairs, counters) with appropriate wipes (wet wipes for everything EXCEPT leather chairs and wood furniture; furniture polish should be used on wood).
5. _____ Turn off all lights (in all rooms where guests had access).
6. _____ Change thermostats back to their original status (if altered).
7. _____ Lock church doors (all exterior doors should be locked if you are the last group in the building).

Kitchen Area

8. _____ Clean all items in the sink (or on counter tops) that were used by any of your guests.
9. _____ Clean (with soapy rag) all surfaces of the counter and table.
10. _____ Clean (with soapy and then damp rag) all sides of the microwave. Clean exterior with Clorox wipe.
11. _____ Make sure the stove/oven is off and there are no items on top of, or in, the oven.

By signing below you ensure that you have complied with the above requests.

Signature _____ Date _____

**Make sure the space(s) is left the way you found it. Not following this request will jeopardize any future use of the space(s) as well as forfeit the return of the \$50 cash deposit.