

Harrison Center Check Out/Clean up List

Kitchen

- _____ All appliances wiped down and clean. No grease on applicances.
- _____ Dishes washed and put away – not left on the counter to dry.
- _____ Counters wiped down and clean.
- _____ Trash bins emptied and new bags put in bin.
- _____ Refrigerator and freezer emptied of personal food. (Any food left over from any event will be thrown away after two days)

Floors

- _____ Visible trash picked up and put in bins. (including bathrooms)
- _____ Spills are wiped down – frosting, sodas, drinks, food.

Main Room

- _____ Generally clean. (see above)
- _____ AV System turned off; Mic put back in AV Closet; Screen put back up in “off” position.

Trash

- _____ **ALL BINS EMPTIED** – trash brought out to dumpster (Out back door and to the right) Trash left in building will be cause for extra charges/no refund of deposit.
- _____ New bags put into trash bins (found in the kitchen on the ice maker).

Final close up (Out of building by 10PM SHARP)

- _____ Check all outside doors to make sure that they are locked. (kitchen, back door)
- _____ All lights turned off.
- _____ Front door locked.
- _____ Key returned to church office by next business day.

Approved for Cleaning Deposit Refund **Y** **N**

If **NO**, reason _____

Date of Deposit Refund _____ By _____