

CLEANING CHECKLIST FOR VILLAGE HALL

Hall:

- Vacuum the floor of the hall as well as the hallway.
- Wipe down table and chairs.
- DO NOT attach anything to the walls or hang anything from the ceiling fans. You may use existing nails if needed. Remove ALL personal decorations. Replace any Village decorations that were moved.
- Store all of the tables and chairs EXCEPT for the 3 new tables in the storage closet.
- Empty all trash cans. The dumpster is located in the back of the building in the alley. Replace all trash bags. Extra trash bags are stored under the kitchen sink.
- If cleaning up a spill, there is club soda located under the kitchen sink to be used on the spot.
- Turn the thermostat back to 68 degrees in the winter months and up to 75 degrees in the summer months.

Kitchen:

- Wipe down all counter tops and stove tops.
- Sweep the kitchen floor.
- Remove all personal belongings from the refrigerator.
- Please replace ice if used.
- Leave all dirty kitchen towels on the counter. The Village will take care of washing them.

ANY PERSON OR ORGANIZATION USING THE HALL IS EXPECTED TO LEAVE THE HALL AS IT WAS FOUND.

If checklist is not followed, further rentals may be denied.

IF THERE ARE ANY PROBLEMS OR QUESTIONS, PLEASE CONTACT ROXANNE WINHEIM 308-991-2803.