

TUSCANY HALL CLEAN UP CHECK LIST

IT'S REALLY SIMPLE.

“JUST LEAVE IT THE WAY YOU FOUND IT”

NOTE; All you required cleaners are under the kitchen sink. The wet mop, dry mop and vacuum cleaners can be found in the janitor's room. Please keep your guests out of the janitor's room.

- **1 Remove all waste and decorations and take it with you.**
- **2 Wash all cooking and eating utensils, counter tops, tables and chairs.**
- **3 Clean and fold all chairs and tables and return them to their proper place. This is a two person job. Do not drop the tables on the floor. It will damage them and the floor. If you try to close the table legs without first releasing them you will bend them.**
- **4 wash all dance floors and bathroom floors and remove any sticky messes. Vacuum all rugs and remove any stains. If a guest was sick clean it up!**
- **5 Unplug all accessories and fixtures that you may have used.**
- **6 turn the heating thermostat down and the air conditioner off.**
- **7 When you are ready to leave call 890-6675 and shut off all switches and circuit breakers that have a green tag on them. Please do not shut off any other circuit breakers.**

**If you wish to forfeit your cleaning deposit we will do steps 3 and 4 on your clean up list
YOU WILL STILL BE RESPONSIBLE FOR ALL OTHER DUTIES INCLUDING STAINS, SPILLS AND
STICKY MESSES)**

An inventory will be taken after rental. If there are any items damaged or missing, the renter will be charged accordingly. If everything is left in satisfactory condition, the damage deposit will be returned to the renter approximately two weeks after the event.

The renter will be liable for any damage or loss in excess of the damage deposit amount and will be billed accordingly for the difference.

**PLEASE LET US KNOW IF YOU HAVE BROKEN OR LOST SOMETHING.
“THANK YOU”**

I HAVE READ AND UNDERSTAND THE TUSCANY HALL CLEAN UP CHECK LIST

PRINT NAME _____

SIGNATURE _____ **DATE** _____