

# TUSCANY HALL CHECK LIST

## IT'S REALLY SIMPLE.

### “JUST LEAVE IT THE WAY YOU FOUND IT”

**NOTE; ALL YOUR REQUIRED CLEANERS ARE UNDER THE SINK  
THE WET MOP, VACUME AND DRY MOPS CAN BE FOUND IN THE STORAGE ROOM BY THE  
HANDICAP RESTROOM.**

**PLEASE KEEP YOUR GUESTS OUT OF THIS ROOM.**

- **1 REMOVE ALL DECORATIONS, WASTE AND GARBAGE AND TAKE IT WITH YOU.**
- **2 WASH ALL COOKING AND EATING UTENSILS, COUNTER TOPS, TABLES, AND CHAIRS**
- **3 FOLD ALL CHAIRS AND TABLES AND RETURN THEM TO THEIR PROPER PLACE. THIS IS A TWO PERSON JOB.  
PLEASE 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 THE BRACKET YOU WILL BEND THEM).**
- **4 UNPLUG ALL EXTRA DISPLAYS AND FIXTURES (WATER WALL ETC.)**
- **5 WASH ALL WOOD AND BATHROOM FLOORS AND REMOVE STICKY MESSSES. VACUME ALL RUGS AND REMOVE ANY STAINS IF YOUR GUEST WAS SICK “CLEAN IT UP”**
- **6 TURN THE HEATING THERMOSTAT DOWN AND THE AIR CONDITIONER OFF**
- **7 SHUT OFF ALL SWITCHES AND CIRCUIT BREAKERS THAT HAVE A GREEN TAG ON THEM.**
- **8 PUT THE KEYS IN THE OUTSIDE DROP BOX WHEN YOU LEAVE**

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”**

**FOR A \$100.00 FEE WE WILL DO THE FOLLOWING FOR YOU.**

- 1. WASH THE COUNTER TOPS, TABLES, AND CHAIRS**
- 2. FOLD THE CHAIRS AND TABLES**
- 3. WASH AND SWEEP DANCE FLOORS, AND BATHROOM FLOORS. VACUME ALL RUGS  
IN THIS CASE YOU WILL STILL BE RESPONSIBLE FOR ALL OTHER DUTIES INCLUDING  
STAINS, SPILLS AND STICKY MESSSES)**

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

**PRINT NAME** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_