

Bengal Township Hall

CLEAN –UP CHECKLIST

(Please return this list along with the keys to the top drawer next to refrigerator at the end of the event.)

Name of renter: _____

Date of use: _____

MEETING ROOM:

- _____ *Wash all tables and chairs*
- _____ *Return tables and chairs to their original positions.*
- _____ *Sweep floors (including entrance and hallway)*
- _____ *Empty trash containers*

BATHROOMS:

- _____ *Empty all trash containers*
- _____ *Sweep floors*

KITCHEN:

- _____ *Wipe down all counters, backsplashes, cabinets, etc.*
- _____ *Clean any equipment that became dirty.*
- _____ *Sweep & Swifer floor*
- _____ *Empty trash containers*
- _____ *Remove all food, ice, food preparation supplies, and clean-up supplies that renter brought in*

GENERAL:

- _____ *Remove all decorations*
- _____ *Remove all non-township items from premises*

- _____ ***Remove all trash from premises***
- _____ ***Turn off all lights***
- _____ ***Lock all exterior doors***
- _____ ***Reset the thermostat (If it was adjusted)***