

**Bengal Township Hall
CLEAN –UP CHECKLIST**

**Please return this list to the top drawer next to refrigerator and
place keys back in the lockbox at the end of your event**

Name of renter: _____

Date of use: _____

MEETING ROOM:

- _____ Wash all tables and chairs
- _____ Return tables and chairs to their original locations
- _____ Sweep floors`
- _____ Empty trash containers

BATHROOMS:

- _____ Empty all trash containers
- _____ Clean sinks and countertops
- _____ Empty all trash containers
- _____ Sweep and mop floors

KITCHEN:

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

FOYER AND HALLWAY:

- _____ Sweep and mop floors
- _____ Clean handprints on inside door windows

OUTSIDE AND AROUND PARKING LOT:

- _____ Pick-up trash

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)