

Village of Pewamo

Community Center

Clean-Up Checklist

Failure to complete these items will result in loss of deposit.

Please return this list, along with the keys to the drop box on the front of the Village of Pewamo Office.

Name of Renter: _____

Date of Use: _____

Community Center Main Room:

- _____ Wash all tables and chairs
- _____ Return tables and chairs to their original positions
- _____ Dry dust mop and mop floors (including hallway)
- _____ Empty trash containers

BATHROOMS:

- _____ Empty all trash containers
- _____ Sweep & mop floors

GENERAL:

- _____ Remove all decorations
- _____ Remove all non-village items from premises
- _____ Remove all trash from premises
- _____ Be sure the building exterior is free from trash/decorations.
- _____ Turn off all lights
- _____ Lock all exterior doors
- _____ Reset the thermostat (If it was adjusted)