ROOM RENTAL CHECKLIST

- Wipe off tables and chairs, return to storage room
- Sweep Floors /Vacuum entry rugs
- Clean up any spills
- Empty all trash cans & replace bags – dumpster is in lower parking lot (combo 2022)
- Clean chalk boards
- Close window blinds
- Shut off all lights
- Put keys back in lockbox

Double check that exterior doors are locked and shut tight