

**WILDWOOD ROOM AT THE LIBERTY GROVE TOWN HALL  
CHECKLIST FOR CLEANUP  
BUILDING TO BE LEFT IN THE CONDITION IT WAS FOUND**

**Leave completed checklist on the kitchen island to assure deposit refund**

(Wet mop, broom, dust pan behind kitchen door. Dry mop and bucket in store room near bookcase)

**Kitchen:**

- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop sticky/solid areas on floor. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Wipe off counters
- \_\_\_\_\_ Scrub sink, remove containers, etc. from counter
- \_\_\_\_\_ Clean/wipe down refrigerator, remove all items
- \_\_\_\_\_ Remove all garbage from cans, take home
- \_\_\_\_\_ Clean spills on stove, remove all material from surface
- \_\_\_\_\_ Remove all unused items (utensils, coffee, rags, food)

**Dining Area:**

- \_\_\_\_\_ Wipe down table tops
- \_\_\_\_\_ Dry mop floor
- \_\_\_\_\_ Wet mop spills/sticky spots. **Please use cool water on floors, not hot.**
- \_\_\_\_\_ Arrange tables and chairs as found

**Bathrooms:**

- \_\_\_\_\_ Clean sinks
- \_\_\_\_\_ Check toilet bowls/seats
- \_\_\_\_\_ Remove garbage from containers
- \_\_\_\_\_ Clean/mop floors

**Entrances:**

- \_\_\_\_\_ **Lock front doors!!!**
- \_\_\_\_\_ Exit through rear door near kitchen and confirm it has locked behind you

**Exterior:**

- \_\_\_\_\_ Check lawn around building for debris

Person in charge of closing building: \_\_\_\_\_

Contact number for discussion of findings after an event: \_\_\_\_\_