

City of Fairfax

Community Room Closing/Clean-up Checklist

Responsible Party- _____

Rental Date _____

Time _____

It is the Renter's responsibility to clean and return the Community Room to its prior condition for the next party to enjoy.

The Renter's deposit of \$200.00 may be kept and the Renter may be charged for any additional costs incurred if the key is not returned, the room is damaged or not cleaned, or items are missing.

Check list for your use in cleaning the facility:

Cleaning supplies are located in the cabinets next to and under the kitchen sink, the vacuum, Swiffer and mop are in the storage room where the chairs are located.

- ___ All decorations used are removed.
- ___ Trash removed from all areas, including bathrooms (upstairs and downstairs), new garbage bags placed in garbage cans, and trash placed in dumpster.
- ___ Tables and chairs wiped down and cleaned are placed back the way they were found.
- ___ Bathrooms are left in an orderly fashion.
- ___ All hard surface floors swept and mopped.
- ___ Carpet has been vacuumed.
- ___ All kitchen supplies that were used are cleaned and placed where found.
- ___ Stove, oven, and coffee pots are off and cleaned.
- ___ Kitchen counters, sink, and microwave have been cleaned and wiped down.
- ___ All A/V Equipment used is off and put away.
- ___ All interior lights have been turned off.
- ___ Veranda door is locked.
- ___ Make sure the back door is latched after you take trash to the dumpster (you may need to slam it shut).

USE THE KEY TO LOCK THE FRONT DOOR. DO NOT LOCK INSIDE DOORS (EXCEPT THE VERANDA DOOR).

Key and completed checklist should be placed in city hall drop box or brought to city hall on next business day. **The key is for the EXTERIOR FRONT DOOR & THE BACK DOOR ONLY. Leave "INSIDE" doors UNLOCKED.**

Thank you for leaving our Community Room in good, clean condition for the next reservation.

Emergency contacts- Cynthia Stimson at 319-310-1978 or Lynn Miller at 319-310-6080.

Let us know your feedback, if you have any comments, concerns or notice any problems, please note below.

I verify that all items have been checked and I am leaving the Community Room in an orderly fashion.

Name (please print)

Date

Additional feedback or any problems:

Ck'd by Staff _____ (initials) time _____