

FAIRVIEW LODGE POST EVENT RENTER CHECKLIST

Shelter must be cleaned and vacated by 2 a.m.

- FLOORS SWEEPED AND MOPPED
 - MAIN ROOM
 - ENTRANCE/HALLWAY
 - KITCHEN
 - RESTROOMS
- RUGS VACUUMED
- TABLES WIPED OFF
 - 6 TABLES LEFT OUT- SEE ATTACHED DRAWING OF TABLE LAYOUT
- CHAIRS WIPED OFF AND PLACED UPSIDE DOWN ON THE TABLETOPS
 - LEAVE 5 CHAIRS PER TABLE
- KITCHEN UTENSILS CLEAN/PUT AWAY
- STOVE TURNED OFF
- COUNTERS AND SINK CLEANED
- APPLIANCES CLEANED AND COFFEE MAKER CLEANED AND DRIED
- ALL FOOD AND PERSONAL ITEMS REMOVED
- ALL TRASH REMOVED AND BAGS REPLACED
- ALL INSIDE LIGHTS TURNED OFF
- HEX KEYS PUT BACK (Hook in Janitor Closet/or Southeast Kitchen Drawer)
- ALL ENTRY DOORS AND WINDOWS COMPLETELY CLOSED AND LOCKED
- *NO EARLY ARRIVALS OR LATE DEPARTURES

ALL CLEANING SUPPLIES LOCATED IN JANITOR CLOSET

EXTRA TRASH BAGS, TOILET PAPER, PAPER TOWELS, ETC. LOCATED IN HALLWAY CABINETS

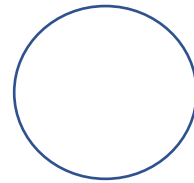
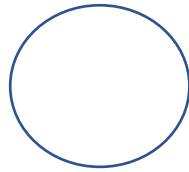
FAIRVIEW LODGE DIAGRAM OF MAIN ROOM LAYOUT

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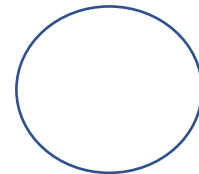
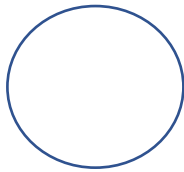
KITCHEN SERVING WINDOW

TABLE

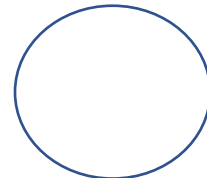
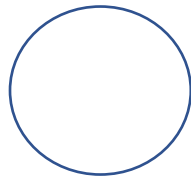
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PATIO DOORS