

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 SPRAYED/ WIPED OFF WITH DISENFECTANT**
 - 6 TABLES LEFT OUT- SEE ATTACHED DRAWING OF TABLE LAYOUT
- **CHAIRS SPRAYED/WIPED OFF WITH DISENFECTANT AND PLACED UPSIDE DOWN ON THE TABLETOPS**
 - **LEAVE 6 CHAIRS PER TABLE**
- KITCHEN UTENSILS CLEAN/PUT AWAY
- STOVE TURNED OFF
- **ALL HIGH TOUCH SURFACES SPRAYED/WIPED OFF WITH DISENFECTANT (COUNTERS, FAUCETS, DOOR HANDLES, TOILETS, ETC.)**
- 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

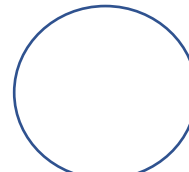
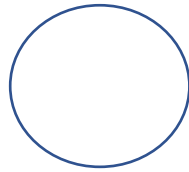
FAIRVIEW LODGE DIAGRAM OF MAIN ROOM LAYOUT

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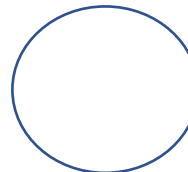
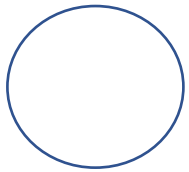
KITCHEN SERVING WINDOW

TABLE

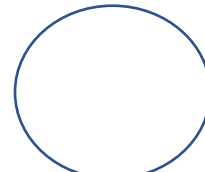
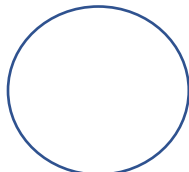
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PATIO DOORS