

FAIRVIEW LODGE POST EVENT RENTER CHECKLIST

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

- FLOORS CLEAN/SOILED AREAS MOPPED
 - MAIN ROOM
 - ENTRANCE/HALLWAY
 - KITCHEN
 - RESTROOMS

(Brooms, dust mop, dustpan, mop bucket, etc. can be found in the chair storage room.)
- TABLES WIPED OFF/EXTRAS PUT AWAY
 - 8 TABLES LEFT OUT- SEE ATTACHED DRAWING OF TABLE LAYOUT
- EXTRA CHAIRS STACKED AND PUT AWAY
 - LEAVE 5 CHAIRS PER TABLE
 - CHAIRS PLACED UPSIDE DOWN ON THE TABLETOPS TO MAKE CLEANING THE FLOOR EASIER
- 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
- KITCHEN TRASH REMOVED AND BAG REPLACED
 - Do Not Remove Trash From Restroom Containers
- ALL INSIDE LIGHTS TURNED OFF
- HEX KEYS PUT BACK (Hook In Storeroom And/or Southeast Kitchen Drawer)
- ALL ENTRY DOORS AND WINDOWS CLOSED AND LOCKED COMPLETELY
- *NO EARLY ARRIVALS OR LATE DEPARTURES

FAIRVIEW LODGE DIAGRAM OF MAIN ROOM LAYOUT

