



# EMERALD SQUARE DANCE CENTER

## CLEANING/DAMAGE CHECKLIST

RENTER: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_ Large Hall A    \_\_\_\_\_ Small Hall B    \_\_\_\_\_ Kitchen    \_\_\_\_\_ Parking Lot

### BATHROOM:

|            |              |   |
|------------|--------------|---|
| _____ Mens | _____ Womens | Trash emptied<br>Water or mess cleaned up<br>Floors Swept |
| _____ Mens | _____ Womens |   |
| _____ Mens | _____ Womens |   |

### KITCHEN:

|       |                             |
|-------|-----------------------------|
| _____ | Tables clean and wiped down |
| _____ | Floors swept                |
| _____ | Spills cleaned & mopped up  |
| _____ | Trash emptied               |
| _____ | Sinks cleaned               |
| _____ | Counters cleaned            |
| _____ | Refrigerators emptied       |

### DANCE FLOOR:

|       |  |
|-------|--|
| _____ | All personal items removed                               |
| _____ | Floor swept  |
| _____ | Spills wiped up/mopped up                                |
| _____ | Heat set back to 55 degrees                              |
| _____ | Air conditioning set to off                              |
| _____ | All tables, chairs, and items put back where they belong |
| _____ | Trash emptied  |

### PARKING LOT:

\_\_\_\_\_ All trash cleaned up and disposed of

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_