



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
_____ Mens	_____ Womens	Water or mess cleaned up
_____ Mens	_____ Womens	Floors Swept

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: _____

