



FACILITY CLEANING CHECKLIST

Please bring this checklist with you when you return the key. Thank you!

- Clean bathrooms: wipe off countertops and sinks, clean stalls, sweep. Mop if necessary.
- Clean kitchen: wipe off countertops, sinks, sweep. Mop if necessary. Put away dishes and utensils.
- LEGION: Sweep main floor and entryway. Mop if necessary.
- REC GYM: Sweep the gym floor. Mop if necessary.
- Wipe off all tables and chairs (if used).
- Put all tables and chairs away (and any other equipment).
- Empty all trash cans (take trash with you).
- Adjust thermostat to the original setting.
- Shut off all lights.
- Lock all the doors.
- RETURN KEY WITHIN 3 BUSINESS DAYS.

I understand and agree that I must complete the above tasks in order to receive my full deposit back.

Renter's Signature

Date

The above tasks have been completed and the deposit has been returned.

SMPRD Representative

Date

Questions?

Marissa Hauser, Activities Manager

(303) 622-4260 office

(303) 547-8660 cell

marissa@strasburgparks.org