

DIXON VETERAN'S BUILDING ASSOCIATION

Veteran's Memorial Hall

CHECK LIST

When key is returned and hall inspected – manager will sign this check list making notations on items that are unacceptable and then submit request to hall manager for return of deposit if warranted.

Area / Item	Description	Renter (Initials)	Manager (Initials)
Tables	Wiped clean, dried, folded, and placed on racks		
Chairs	Wiped Clean and hung neatly in the racks.		
Decorations	All decorations must be removed, to include tape, string or any other device used to hang decorations after the event. No decorations can be hung from the ceiling at any time – and NO nails, tacks or tape on the walls.		
Kitchen	Counter tops/tables wiped clean using HOT water and detergent. Stovetop & Oven cleaned. Sinks cleaned Refrigerator emptied and cleaned. Remove rubber mats and hose off outside on back patio. Floor swept under sinks, stove, & center Mop kitchen and tile area outside of kitchen Use HOT water & mild detergent on floor tiles <u>only</u> .		
Trash	All trash must be removed & liners replaced. Trash liners for 5 (five) trash cans will be furnished		
Main Hall Areas NOTE: Cleaning supplies are located in closet next to kitchen.	All main hall floors swept. If using dust mop, all corners must be broom swept so dirt & dust can be removed before mopping. Mop floors with clean HOT water only! Soap or detergents harm the finish on the floor. <i>(It takes at least 6 water bucket changes to do the whole floor.)</i>		
Rest Rooms	All toilets/urinals flushed and any debris removed. Sinks and counter tops wiped out. Sweep floor prior to mopping. Floor mopped clean, you can use mop from kitchen to clean floor in bathroom.		
Cleaning Tools	Dust mops shaken clean (out back) Mops rinsed clean and hung up. Any wet items - rinsed clean and hung to dry. <u>Note: Dust mops not for wet use.</u>		

**** **DO NOT** ****

**PUT ANY MOP WATER DOWN OR IN THE KITCHEN SINK!
PLEASE DUMP OUT BACK OF BUILDING ON GRAVEL.**