

Alaska Native Brotherhood/Alaska Native Sisterhood Camp #14
429 Hall Rental Cleanup Checklist

Please do your part to ensure the hall is clean and ready for the next group. Once all items on this list have been checked off and both you and the Camp Representative have signed the checklist, a copy will be made for your records.

Please read the section of the Rental Agreement marked Damages then initial here: _____

(Your initials indicate you've read and understand the "Damages" section of the agreement)

If damages occur, all items on this checklist must be checked and the Camp Representative will make notes as to the nature of the damage(s). You and the Camp Representative will then sign the checklist and you will be given a copy for your records. The original will be presented to the Building Committee to review.

Kitchen Cleaning Checklist: (Checked only if the kitchen is rented)

- Coffee maker is cleaned and grounds dumped in the trash
- All renter's dishes, pots, pans and utensils are removed from the hall
- Kitchen counters and backsplash are clean and free of food, grease, marks and stains
- Hood of the stove is wiped down and under all cabinets have been wiped clean
- The oven and stovetop has been cleaned
- The sinks are clean and free of food (please make sure disposal is clear)
- Trash has been collected and deposited in the dumpster

Hall:

- Chairs have been stacked neatly and arranged against the walls
- All tables have been wiped down and folded and stored in the storage area on the cart
- All walls are clean and free of decorations
- Tacks, scotch tape and masking tape have NOT been used on the walls (only painters tape is permitted)
- Trash has been collected and deposited in the dumpster
- The hallway (in between entrance and restrooms) is clean
- All heaters have been turned off.

Restrooms:

- Toilets have been flushed
- Urinals are free of debris
- All paper products have been picked up
- Trash has been collected and deposited in the dumpster

Camp Representative Notes:

Renter's Signature Phone # Date

Camp Representative Signature Date