



TOURISM BUILDING DEPOSIT RETURN CHECKLIST

Fee	Task
Kitchen	
<input type="checkbox"/>	\$5.00 Use cleaner on countertops
<input type="checkbox"/>	\$5.00 Clean all dishes
<input type="checkbox"/>	\$10.00 Sweep floor
<input type="checkbox"/>	\$10.00 Mop floor
<input type="checkbox"/>	\$5.00 Remove all food
<input type="checkbox"/>	\$5.00 Remove trash to dumpster/ Replace all trash bags
Subtotal	\$40.00
Banquet Room	
<input type="checkbox"/>	\$25.00 Return all tables and chairs to storage room
<input type="checkbox"/>	\$35.00 Sweep floors
<input type="checkbox"/>	\$35.00 Mop floors
<input type="checkbox"/>	\$5.00 Remove trash to dumpster/ Replace all trash bags
Subtotal	\$100.00
Lobby Area	
<input type="checkbox"/>	\$5.00 Clean glass
<input type="checkbox"/>	\$10.00 Replace any furniture moved
<input type="checkbox"/>	\$10.00 Sweep floor
<input type="checkbox"/>	\$10.00 Mop floor
<input type="checkbox"/>	\$5.00 Remove trash to dumpster/ Replace all trash bags
Subtotal	\$40.00
Bathrooms	
<input type="checkbox"/>	\$5.00 Wipe counters
<input type="checkbox"/>	\$10.00 Replace paper products
<input type="checkbox"/>	\$5.00 Remove trash to dumpster/ Replace all trash bags
Subtotal	\$20.00
TOTAL	\$200.00

To ensure the return of your entire deposit, please complete all tasks and schedule the return of your key and walk through on the first business day after your event.