

### RENTAL PARTY CHECK LIST (5-18-17)

- ( ) Return tables (after cleaning them) and chairs to storage location. All furniture to be placed in its original position.
- ( ) Take down any party decorations and remove tape.
- ( ) Turn off any ovens or burners used; remove party food from refrigerator or freezer.
- ( ) Clean and restore kitchen area (counters, sinks, equipment) to **original condition**. Be sure to collect any personal utensils or containers.
- ( ) Use vacuum cleaner on any carpeted area, as necessary (do not vacuum up large pieces of food, use broom and dust pan).
- ( ) **Leave trash bags in the cans** and tied securely, in kitchen (unless otherwise instructed.)
- ( ) Lock all entrance doors that you unlocked for the party, and return key to the “office” mail slot on the upper level, outside the office.
- ( ) Turn out all lights possible.  
(You will find some hallway lights are permanently “on”.)

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Should you have any problems during your rental time, please contact Kathy at (248) 561-5464.