

**The Military Department of South Carolina**  
**Armory Rental Clean-Up Checklist**

Requirement	Complete
1. Trash on the outside picked up and placed in dumpster before daylight the morning after rental	
2. Each exit area swept and mopped if needed with particular emphasis on front entrance	
3. All trash cans on the inside emptied	
4. Trash from inside placed in the dumpster located in the parking lot.	
5. Rest rooms cleaned and mopped; sinks, toilets, and urinals cleaned.	
6. Floors swept completely	
7. All spills mopped up (The entire floor may have to be mopped)	
8. All articles removed from the walls, including tape	
9. Mops, buckets, and brooms returned to the janitorial room after cleanup	
10. Tabletops cleaned before stacking and storing; tables stacked according to length.	
11. Chairs placed by type in chair caddies	
12. Counter tops and sinks in rest rooms and kitchen cleaned	
13. Floor mopped in kitchen area with hot soapy water	
14. All food and trash removed from kitchen and placed in dumpster	

Comments

The Armory Sitter, who must be on duty at all times during the rental, is in charge and has final approval for the cleanliness of the armory and grounds before the Renter leaves the Armory.

The Armory Manager will provide the Renter a copy of Clean-Up Checklist when they complete the Rental Contract and again on the day of the rental.

Sitter: \_\_\_\_\_ (Print Name)

Date of Rental \_\_\_\_\_

File a copy with Contract