

DATE:		RENTER:	
TASK:	Completed? (renter)		Completed? (employee)
ALL CHAIRS HUNG BACK UP			
TABLES IN ORIGINAL POSITION			
TABLES CLEANED			
ALL TRASH EMPTIED			
ALL TRASH BAGS REPLACED			
MICROWAVE CLEAN			
STOVE CLEAN			
USED DISHES WASHED			
COUNTERS CLEANED			
BATHROOM SINKS CLEANED			
TOILETS CLEANED			
FLOORS SWEEPED			
FLOORS MOPPED			
RUGS SWEEPED			
CLEAN HIGH CHAIRS			
EMPTY REFRIGERATOR/FREEZER			
NOTES:			
RENTER'S SIGNATURE:			
EMPLOYEE'S SIGNATURE:			

PLEASE FILL OUT THIS CHECKLIST AS YOU CLEAN THE BUILDING, SIGN IT AND LEAVE IT IN THE KITCHEN. AN EMPLOYEE WILL ALSO SIGN ONCE THE BUILDING HAS BEEN INSPECTED.