

Wallingford Grange Hall Cleaning Checklist

Event and Contact Name: _____

Event Date: _____

- All decorations are removed including tape if applicable.
- Tabletops wiped down and returned to original location.
- Chairs wiped down and returned to original location.
- All countertops and hard surfaces wiped down including ovens, refrigerators and microwave if applicable (kitchen).
- All floors have been swept as needed.
- Men's and women's bathrooms wiped down as needed (countertops, toilets, mirrors).
- All trashcans emptied, trash removed from premises. Walk the perimeter of the building and the immediate parking area, and remove any trash on the grounds as a result of the event.
- The building is in the same condition as it was prior to the event.
- All guests are out of the building.
- All damage must be reported immediately.

I have read and agree to complete the items on the cleaning checklist with the understanding that part or all of my deposit can be forfeited according to the rental agreement if these items are not completed satisfactorily.

Signature of responsible party

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