

UUMAN Rental Check out List

Kitchen

- ___ 1. Put away or throw away food left on counters. Take away all left over food.
- ___ 2. Wipe/wash off any counters and any furniture that is dirty.
- ___ 3. Load and start the dishwasher or wash dirty dishes.
- ___ 4. Put away clean dishes.
- ___ 5. Empty trash and take all trash/recycling to outside receptacles.
- ___ 6. Put all supplies back in their proper place.
- ___ 7. Check the cooktop and clean any spills on the cooktop or drip pans.

Bathrooms

- ___ 8. Be sure all toilets are flushed.
- ___ 9. Empty trash.
- ___ 10. Turn off lights and fans.

Furniture and Floors

- ___ 11. Replace all furniture (chairs, tables, and pulpit) to original positions.
- ___ 12. Check chair seats for food crumbs and sweep off.
- ___ 13. Clean up any spills on floors.

Trash and Recycling

- ___ 14. Empty all trash cans in Fellowship Hall and/or Sanctuary and/or Classrooms by taking out bags and tying them up. Take bags to the large trash cans located on the side of the building.
- ___ 15. All recycling should be placed in the large recycling bin near the FH kitchen. If full, take to the can located on the side of the building.
- ___ 16. Bring trash from Discovery Hall outside and place it in the trash cans by the side of Fellowship Hall.
- ___ 17. Recycling from Discovery Hall needs to be placed in a recycle bin located at the side of Fellowship Hall.

Classrooms

- ___ 18. Replace all furniture (chairs, tables, pulpit) to original positions.
- ___ 19. Check chair seats for food crumbs and sweep off or vacuum.
- ___ 20. Clean up any spills on wood floors.

Damage

- ___ None
- ___ Describe any damage: _____

UUMAN Representative signature _____ Date Signed: _____

Renter's signature _____ Date Signed: _____

Event Name: _____ Date of Event: _____