

Ottertail Community Rental Cleaning Checklist

Questions or concerns: Contact City Hall 367-2250
between 8 a.m.-4 p.m.



_____ \$50.00 Deposit (will be returned if all items are checked and done)

NAME: _____ Date: _____

Any Concerns on Arrival: _____

Please check off item when completed:

Hall Area:

- ___ 1. Wash off tables that were used
- ___ 2. Vacuum entry way, hall and meeting room carpets
- ___ 3. Empty all wastebaskets used into dumpster and replace all liners
(dumpster is located outside North Exit door)
- ___ 4. Return tables and chairs to holders and push holders against walls

Bathrooms:

- ___ 1. Make sure bathrooms are in the same state as when you arrived
- ___ 2. Empty waste baskets (men's & ladies) and replace liners (extra in kitchenette area)

Kitchenette:

- ___ 1. Make sure kitchenette is in the same state as when you arrived
- ___ 2. Coffee pots are cleaned and returned to cupboards
- ___ 3. Remove all of your items from the refrigerator. No storing
- ___ 4. Sweep kitchenette floor
- ___ 5. Wipe up kitchenette floor where needed (do not use any chemicals on floor)
- ___ 6. Empty all waste baskets in put in dumpster

Other:

- ___ 1. Make sure all lights are turned off
- ___ 2. Make sure all doors are closed and locked
- ___ 3. Return key and this form to drop box outside city clerk's office

Report any damage to the property or building that occurred here:

Signature of Responsible Party: _____

For office use only:

Staff Review: ___ All is fine ___ See Issues Above