



## Checklist - 2024

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**Date of Rental:** \_\_\_\_\_

Clean Up Required (\$200.00 cash or bank draft to be paid prior to rental):      **YES**      **NO**

**Check that all is satisfactory and key is returned prior to returning damage deposit**

### **KITCHEN**

\_\_\_\_\_ Renter has taken all garbage home with themselves.

\_\_\_\_\_ Renter has emptied all coffee pots/percolators and that the percolators are still in the hall.

\_\_\_\_\_ Renter has removed all food and beverages from the fridge and cooler.

\_\_\_\_\_ Dishes are put away in appropriate places.

\_\_\_\_\_ Renter has emptied and drained the dishwasher.

\_\_\_\_\_ Counters are cleaned and sanitized.

\_\_\_\_\_ Floors are swept and mopped.

\_\_\_\_\_ Check stove making sure the main propane valve is turned off (it is located on the left side of the stove next to exterior door, marked by a sign). It should be in the "T" position. This important safety check will ensure everything is off.

\_\_\_\_\_ Outside door is closed and locked.

\_\_\_\_\_ Heat pump remotes are back in holder.



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### **MAIN HALL**

- \_\_\_\_\_ Check walls for holes, indentations and paint damage.
- \_\_\_\_\_ Check Windows for breakage and to make sure they are closed and locked.
- \_\_\_\_\_ Adjust heat pumps to appropriate temperature.
- \_\_\_\_\_ Tables and chairs are put in storage room.
- \_\_\_\_\_ Floors are swept and mopped.
- \_\_\_\_\_ Garbage is collected as per MODL regulations and put in appropriate bins.

### **BATHROOMS**

- \_\_\_\_\_ Check for damages to sinks, toilets, urinals and paper towel dispensers.
- \_\_\_\_\_ All garbage is picked up and put in bins.
- \_\_\_\_\_ Floors are swept and mopped.

**It is the responsibility of the renter to separate the garbage per the regulations of the Municipality of the District of Lunenburg. Garbage is to be removed from the hall.**

**If the renters are doing the cleanup themselves, check all areas for cleanliness and damage. If renters have paid the \$200.00 clean up fee, check for damage only. When the checklist is complete, the key has been returned and everything is satisfactory, return the damage deposit.**



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DAMAGE DEPOSIT PAID ON: \_\_\_\_\_ DRAFT \_\_\_\_\_

\_\_\_\_\_  
Signature of DDFD representative

\_\_\_\_\_  
Signature of Renter

KEY RETURNED: \_\_\_\_\_

\_\_\_\_\_  
Signature of DDFD representative

\_\_\_\_\_  
Signature of Renter

DAMAGE DEPOSIT RETURNED ON: \_\_\_\_\_ DRAFT \_\_\_\_\_

\_\_\_\_\_  
Signature of DDFD representative

\_\_\_\_\_  
Signature of Renter

**\*\* PLEASE NOTE: Any damages that occurred during your event above the damage deposit is 100% the renter's responsibility. \*\***