

# Lakewood Seward Park Community Club Renter's Self Check-Out

Date of Event: \_\_\_\_\_ Responsible Party's Name \_\_\_\_\_

PLEASE COMPLETE THIS CHECK LIST AFTER YOUR EVENT AND BEFORE LEAVING THE BUILDING. THIS CHECK-OUT FORM SHOULD BE PLACED IN THE MAILBOX ALONG WITH YOUR KEY. **FAILURE TO PERFORM CHECKLIST TASKS WILL AFFECT YOUR DEPOSIT - THANK YOU.**

- 1. Return clean tables and chairs to storage racks.
- 2. Remove any decorations
- 3. Clean Kitchen. *Wash and put away any club items used, wipe counters, remove all food from refrigerator and wipe down fridge, and rinse out sink. **Please make sure oven is turned off.***
- 4. Separate waste by recyclables, food/compostable, and garbage - place into appropriate marked cans provided. *Follow instruction on wall if unsure as to what is recyclable vs. compostable vs. garbage*
- 5. Take out all waste, compostable and recycling and place INTO appropriate marked containers. Be sure to dump food waste, used paper plates and paper cups, into the green can **but not any plastic or Styrofoam items including the plastic trash bag.**
- 6. Place clean plastic garbage bag/liners into trash cans in kitchen and recycling station
- 7. Sweep floors. Please do not use any cleaning product on wood flooring.
- 8. Close all windows and lower blinds
- 9. Make sure back and side doors are pulled tightly shut
- 10. Turn off fans and lights (a hallway ceiling light will always remain on)
- 11. Lock the front door (both door knob and dead bolt)
- 12. Put the key in the mailbox along with this completed form (top slot in red box to the left of the front door).

Thank you for your use of the Community Club! Comments?

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