

West Riverside Community Park Deposit Return Checklist

Main Room

- Remove all decorations (If you put it up, you take it down)
- Put away all chairs and tables
- Mop floors
- Hang up cleaning tools neatly in broom closet
- Vacuum entry rugs (vacuum in broom closet or table storage area)
- Return heat to 55 degrees
- Turn lights off inside and out
- Make sure all doors are locked

Bathrooms

- Clean toilets, sinks, and countertops
- Mop floors
- Make sure all doors are locked
- Put garbage in dumpster and replace garbage bags in garbage containers

Kitchen

- Wipe and clean out refrigerator
- Wipe down all countertops
- Clean oven and stove top
- Clean out sink and any dirty dishes
- Clean coffee pots used
- Clean microwave
- Mop floors
- Vacuum rugs
- Leave hot water heater "ON"
- Do not turn off the gas stove; notify Tana at 406-241-7595 and she will take care of it
- Put garbage in dumpster and replace garbage bags in garbage containers

Outside

- Pick up and dispose of trash in dumpster (The key to the dumpster is hanging on the wall in the kitchen. Please lock the dumpster and return when you are done.)
- Empty garbage containers when they are half full instead of overfilled
- Replace garbage bags in garbage containers
- Ensure that picnic tabletops are clean. If not, clean them
- Ensure that the concrete floor is clean. If not, hose it off

Signature/date