



# East Portland Community Center: Aquatics

## CLEANING CHECK LIST – Poolside Room Rentals

### Prior to Rental

Initialed as understood by applicant

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Day of Rental

Renter agrees to complete tasks listed below

For Applicant Use

Rental Supervisor

Wipe down / clean sinks and counter tops

Wipe down tables and chairs if spills occurred

Sweep / dry mop floors

Wet-mop floors (for wet / sticky spills)

Bag & place garbage outside Poolside room doors

Re-line garbage cans with new bag

Remove decorations

Remove food from refrigerator and clean spills

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Rental Supervisor Signature**

Amount retained from security deposit (if any) is based on completion of tasks, listed above, that the renter has agreed to prior to rental. Refunds are subject to approval by the Rental Supervisor after a satisfactory inspection of the Poolside Rooms. Deposits will be processed and returned 1-3 weeks following rental date.

\$\_\_\_\_\_ Full Amount of Security Deposit

\$\_\_\_\_\_ Amount returned to Applicant

\$\_\_\_\_\_ Amount retained by EPCC

Reason: \_\_\_\_\_