



# East Portland Community Center

## RENTAL CLEANING CHECK LIST

### Prior to Rental

Initialed as understood by applicant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Day of Rental

(Renter agrees to complete tasks listed below)

For Applicant Use

Rental Supervisor

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Stack chairs  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wipe down tables  |
| <input type="checkbox"/> | <input type="checkbox"/> | Sweep/dry mop floors  |
| <input type="checkbox"/> | <input type="checkbox"/> | Wet-mop floors<br>(for wet spills only)                           |
| <input type="checkbox"/> | <input type="checkbox"/> | Bag & place garbage<br>by back doors                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Re-line garbage<br>cans with new bag                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Vacuum carpeted<br>areas (if dirt/debris<br>tracked in by guests) |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove decorations<br>(if used)                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Restrooms (after hours)   |

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

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

\_\_\_\_\_  
Date

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

**Amount retained from security deposit (if any) is based on completion of the tasks that the Applicant has agreed to above, as well as the items covered in the facility usage contract. Refund is subject to approval by the Rental Coordinator after satisfactory inspection of the building. Refundable portions of the deposit will be mailed to the applicant, if paid by cash or check, or returned to bank account if paid by a credit/debit card.**

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

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

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

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