

Kitchen Cleaning Checklist

Matt Dishman Community Center

77 NE Knott Street, Portland, OR. 97212

Phone: 503.823.3179 | Fax: 503.823.3197 | MattDishman.Rentals@portlandoregon.gov

Prior to Rental

Initial understanding of tasks listed below

Applicant Initials

- _____ Wipe Down Counter Tops
- _____ Clean Dishes and Sink
- _____ Clean out Fridge and Freezer _____
- Clean Oven(s)
- _____ Clean Stove Top
- _____ Sweep/Mop Floors
- _____ Place Garbage in the Receptacle
- _____ Remove Decorations (if used)

I understand that I must adhere to the rental policies and return the room(s) to the status in-which they were when I entered the facility; and that I am subject to loss of some and/or all of the deposit as seen fit by the Rental Coordinator.

Applicant Signature Date

Day of Rental

Completed tasks listed below

For Applicant Use Rental Supervisor

- | | |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

Rental Supervisors Signature Date

Security Deposit: Amount returned from security deposit(if any) is based on completion of tasks that the applicant has agreed to above. Refunds are subject to approval of the Rentals Coordinator after the satisfactory inspection of the building. Refundable Portions of the deposit will be returned as follows: returned by check through mail if paid by cash or check OR returned to clients bank account if paid by a credit/debit card.

_____ Full Amount of Security Deposit

\$ _____ Amount returned to Applicant

\$ _____ Amount retained by MDCC

Reason: _____



PORTLAND PARKS & RECREATION SM

Healthy Parks, Healthy Portland

www.portlandparks.org Amanda Fritz, Commissioner Mike Abbaté, Director

