



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
(for wet spills only) |
| <input type="checkbox"/> | <input type="checkbox"/> | Bag & place garbage
by back doors |
| <input type="checkbox"/> | <input type="checkbox"/> | Re-line garbage
cans with new bag |
| <input type="checkbox"/> | <input type="checkbox"/> | Vacuum carpeted
areas (if dirt/debris
tracked in by guests) |
| <input type="checkbox"/> | <input type="checkbox"/> | Remove decorations
(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: _____