Community Room Checklist

If this check list is not completed by the renter, 
the deposit paid will be not be returned.

All tables are clean: __________
Tables arranged properly: _________
All trash cans are emptied with new trash bags in them: ________
Trash has been taken outside to the trash cans: ________
Coffee pots are off: _________
Coffee pots are clean along with the filters: __________
Microwave is clean: _________
Sinks are clean: _________
Dishwasher is empty: _________
Counter tops are clean: _________

All rooms are swept and mopped: _________
Readjust the thermostat: _________
All lights have been shut off: _________
Front and back doors are locked: _________
Keys are returned: _____________

Thank you for your help in taking care of our Community Room!
Poplar Bluff Chamber Staff

Signature: ____________________________________________________ Date: __________________________

Staff Signature: _______________________________________________ Date: __________________________