

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: _____
