

Borculo Community Center Checklist

Please complete before you leave	Renter	Inspector
All decorations taken down	<input type="checkbox"/>	<input type="checkbox"/>
All tables and chairs cleaned, picked up, and put away	<input type="checkbox"/>	<input type="checkbox"/>
Vacuum and sweep all floors	<input type="checkbox"/>	<input type="checkbox"/>
Dishes done and put away	<input type="checkbox"/>	<input type="checkbox"/>
Sink empty and clean	<input type="checkbox"/>	<input type="checkbox"/>
Stove cleaned inside and out	<input type="checkbox"/>	<input type="checkbox"/>
Microwave cleaned inside and out	<input type="checkbox"/>	<input type="checkbox"/>
Coffee pots emptied and cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Remove all items from refrigerator and clean any spills	<input type="checkbox"/>	<input type="checkbox"/>
Counters cleaned	<input type="checkbox"/>	<input type="checkbox"/>
Mop any spilled areas	<input type="checkbox"/>	<input type="checkbox"/>
Check bathroom toilets, sinks, and floors	<input type="checkbox"/>	<input type="checkbox"/>
ALL trash bags taken out to the dumpster	<input type="checkbox"/>	<input type="checkbox"/>
Replace ALL trash bags	<input type="checkbox"/>	<input type="checkbox"/>
AC/Heat set back to 75° in the summer or 65° in the winter	<input type="checkbox"/>	<input type="checkbox"/>
Turn of ALL lights	<input type="checkbox"/>	<input type="checkbox"/>
Make sure all doors all locked	<input type="checkbox"/>	<input type="checkbox"/>

Please sign, date, and leave this form with the keys in designated drawer.

Renter	Date	Inspector	Date

Inspector's notes

**Thank you for renting the Community Center.
We hope you consider renting again.**

**If you have any questions or concerns, please email Abby at
communitycenter@blendontownship-mi.gov**