

Rental Check List (Check-in Person)

Bathrooms

1. Check that toilet paper is in each stall and extras rolls on changing table.
2. Check that soap dispensers are at least ½ full

Main Hall

1. Show where chairs and tables are stored and to be returned (should be stored upright with legs facing back wall); remind Not to stand on chairs or sit or stand on tables, they are not strong enough for that.
2. Check thermostat (should already be programmed to 74 for AC and 68 for heat)
3. Show where switches are for lights and mirror ball
4. Explain that basement is off limits, as well as stairwells except as emergency exits
5. No tape is to be used on walls (OK on doors); show renter clips on pillars

Meeting Rooms

1. Meeting rooms are not to be used unless rented, except to access tables
2. Verify that floors are clean, especially meeting room 1 (if not, note on custodian log)
3. Turn on AC or heat if needed; show tenant how to adjust
4. If renting kitchen, make sure paper towels available (key in drawer); otherwise lock kitchen area

Trash removal

1. Unlock main dumpster and open 1 lid (do NOT open recycling bin)
2. Setup trash cans and provide extra bags
3. Provide check list to renter