

Walk-Through Review

- The front BLUE door is the one you will enter and exit through. To unlock the door during your party, turn the small locking lever upwards towards the ceiling. When pointed straight up, it is unlocked from the outside. To lock before leaving, turn it all the way down to point left or right. Check from outside to ensure door is locked as you leave.
- Garbage and recycling is to be placed in the wooden dumpster behind the building. A large green compost container is also back there for food scraps.
- We have two “high chairs” that are to be used on the floor ONLY.
- The Community Cupboard room (door off of kitchen) is not available on the weekends.
- The bathroom located off of the kitchen has a change table and extra cleaning supplies.
- You are responsible to bring your own food, beverages, paper plates, napkins, cups, cutlery, etc. We do not provide parties with any of these supplies.
- **ALL** food and drinks must be contained to the kitchen area.
- The stove/oven and microwave are available for use. You are welcome to store things in the fridge and freezer. We ask that you do not use any of the food or supplies in the fridge/freezer or cupboards.
- Cleaning supplies are stored under the sink in the kitchen. Garbage bags and other supplies are stored in the bottom cupboard to the right of the stove.
- In the cleaning/storage room off the kitchen (door with black party box), you will find extra folding tables, mop, broom, vacuum and extra copies of the cleaning checklist.
- After you have finished cleaning, you will place your completed cleaning checklist, and the key you were given in the black box on the door.
- All light switches should be turned off (one switch beside each front door and one switch for the kitchen near the coffee maker - the emergency light beside the painted wall does not turn off).
- Please ensure the fire exit hallway door deadbolt is locked before leaving.
- **WINTER:** The thermostat located above the toy shelf in the playroom. If you turn up the heat, please ensure it is turned back down to 15 degrees before leaving.
- **SUMMER:** One air conditioner is located in the kitchen (window) - please empty the water bucket behind it and shut it off. The second air conditioner is located on the wall closest to the glass door - please turn this off before leaving.

Cleaning Checklist

This report is important. Please take the time to review and complete it thoroughly before submitting.

If you arrive and find that any of these tasks were not completed by the previous group, please note this at the bottom of the checklist so you are not held responsible.

Circle your party time slot: 9am-1pm OR 2pm-6pm

Please place a checkmark beside each job you complete:

- Vacuum area rugs ☐
- Place vacuum battery back on charger in the closet ☐
- Sweep and mop all floors, including kitchen and bathroom ☐
- Clean kitchen counter and tables ☐
- Clean toilets and sinks in both bathrooms ☐
- Take out all garbage, recycling and compost and disposed in wooden dumpster behind the building ☐
- Clean kitchen sink ☐
- Close front window blinds ☐
- **WINTER:** Turn heat down to 15 degrees ☐
- **SUMMER:** Turn off air conditioners and empty water bin ☐
- Check that door leading to hallway is locked ☐
- Ensure front doors are shut and locked ☐

Failure to follow the agreement terms and cleaning instructions may result in the loss of eligibility for future rentals.

Date: _____

Name: _____

Signature: _____

Notes: _____

