

# City of Garnavillo

## Community Center Rental Checklist

Areas	Please Circle		Comments
	YES	NO	
Walls Cleaned?	YES	NO	
Walls Damaged?	YES	NO	
Floors Swept?	YES	NO	
Floors Mopped?	YES	NO	
Kitchen Area Cleaned?	YES	NO	
Tables Cleaned?	YES	NO	
Tables Damaged?	YES	NO	
Chairs Clean?	YES	NO	
Chairs Damaged?	YES	NO	
Entryway Clean?	YES	NO	
Hallway Clean?	YES	NO	
Bathrooms Clean?	YES	NO	
Sinks Clean?	YES	NO	
Refrigerator Clean?	YES	NO	
Stove/Oven Clean?	YES	NO	
Dishes Clean?	YES	NO	
Silverware Clean?	YES	NO	
No Tape/Tacks on Walls	YES	NO	
No Tape on Windows	YES	NO	
No Tape/Tacks on Ceilings	YES	NO	
Windows Clean?	YES	NO	
Doors Clean?	YES	NO	
Doors Damaged?	YES	NO	
Garbage in Trash Bin?	YES	NO	
Items in Proper Areas?	YES	NO	
Thermostat Set?	YES	NO	
60 in cool months	YES	NO	
80 warm months	YES	NO	
Lights, fans, appliances turned off?	YES	NO	
All Doors Locked?	YES	NO	

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Signature