

## Checklist for Cleanup To Be Signed and Returned with Building Key

- Sweep Floors
- Mop Floors
- Clean Off Cabinets
- Wipe Down Counter Tops
- Empty All Trash & Put in New Bags
- Clean Bathrooms - Sweep/Mop/Wipe Out Sink/Empty Trash
- Put away Tables and Chairs
- Hang Dirty Dish Towels/Cloths on Drying Rack found in Kitchen Closet  
(remove drying rack from closet and set up in kitchen)

Signed \_\_\_\_\_

Dated \_\_\_\_\_