

Depot Checklist

****NOTE - This Checklist must be returned WITH THE KEY before your security deposit is refunded***

Restroom

_____ Sweep and mop floor.

_____ Empty trash and replace liner. **(Liners are located in the plastic roll containers in the kitchen)**

_____ Make sure toilets are flushed and no water is running.

_____ Clean Sinks

_____ Turn off the lights.

Kitchen

_____ Empty trash and replace liner.

_____ Sweep and mop floor.

_____ Wipe down counter tops, sinks, refrigerator, and microwave. Do not leave any food in the refrigerator.

_____ Turn off the lights.

Rental Room

_____ Empty trash and replace liner.

_____ Wipe tables to ensure they are clean

_____ Return tables and chairs behind wood partitions. Table and chairs located in the front of the building need to remain in that area.

_____ Turn off all audio visual equipment and lock cabinet (if applicable).

_____ Sweep and mop the floor. Use the dust mop for the hardwood floors.

_____ Vacuum stage area

_____ **Clean French Door Windows if applicable and Side Door Windows**

_____ Adjust the thermostat. 80 for AC and 65 for heat. **Do Not Turn Off**

_____ Turn off the lights.

Front rooms (if used)

_____ Empty trash and replace liner.

_____ Sweep and mop floor.

_____ Turn off the lights.

Final Check

_____ Trash is removed from the building and placed in the appropriate trash dumpster located behind the depot.

_____ Close and lock all windows.

_____ Remove all decorations and personal belongings.

_____ Turn off the exterior lights.

_____ Lock all doors. Each door has two locks (door handle and deadbolt). Make sure each is locked.

_____ Lock doors from the inside that are located between the two restrooms

Drop key and this signed checklist in the “Key Drop Box” located at the front of the building.

Emergency #'s are located above the sink in the kitchen.

The Depot will be inspected by a City Employee or Designee following your rental and upon a satisfactory inspection will approve the refunding of your deposit.

The City of Fayetteville thanks you for your cooperation in maintaining our Historic Depot and keeping it clean for others to use for many years to come.

*Customer: _____

Rental Date: _____

*Print name: _____

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