



**THE LOFT AT CHURCH STREET
Clean up / Inspection List**

**COMPLETED CHECKLIST MUST BE TURNED IN WITH KEY FOR DEPOSIT REFUND
DAMAGE IN EXCESS OF DEPOSIT AMOUNT WILL BE CHARGED TO RENTOR**

Name: _____ Key # _____

Date of Rental: _____ Phone #: _____

- Smoking is **NOT** allowed in the building.
- **Do not nail or tape anything to walls, ceiling or other surfaces (no harm tape is ok)**
- All cleaning supplies and trash bags are provided and located in the closet east of the kitchen

_____ **Vacuum/Sweep & mop the floors**

_____ Clean bathroom counters, toilets and mirrors

_____ Wipe off tables & chairs and return all chairs to the storage stands

_____ **Empty trash cans, wipe lids if needed and replace all trash bags**

_____ Remove any items from the refrigerator & wipe up any spills

_____ Turn off all interior lights, including ceiling fan and bathroom lights

_____ Lock all doors including exterior front door. Double check to make sure all doors are locked

_____ Returned key and checkoff list to Village Municipal Building

Please return this form with the key to the Village Municipal Building- 800 Village Blvd.

If after hours, please place both in Night Drop Box located in the exterior vestibule.

This form will be used to inspect the building for the return of your deposit.

Should you have issues or questions, please call Linda Granger at 614-226-0424.

Village Staff Only - Please Initial each item and return to the Admin Office:

_____ Wiped off and returned all tables & chairs to the storage stands

_____ Cleaned kitchen & bathrooms

_____ Disposed of all trash

_____ Replaced trash bags/liners

_____ Swept & mopped floors

_____ Removed any items from the refrigerator

_____ Turned off all lights

_____ Locked all doors

_____ Returned key and checkoff list to the Municipal Bldg- 800 Village Blvd

_____ Table Count

_____ Chair Count